

WOMEN'S WORK
IN WAR TIME



NOTABLE BOOKS

A YEAR'S DINNERS

365 Seasonable Dinners, with Instructions for Cooking. By MAY LITTLE. 6s. net.

MODERN MEDICINE FOR THE HOME

By ERNEST WALKER, M.R.C.S., L.R.C.P. (London). Cloth, 2s. 6d. net.

LOVE AND £200 A YEAR

By Mrs. ALFRED PRAGA. A Housekeeping Book for Young Married Couples. Picture Wrapper. Crown 8vo, cloth gilt. 2s. net.

MRS. EDWARD'S COOKERY BOOK

A volume of Economical Cooking Recipes. Picture Cover. Crown 8vo. 2s. 6d. net.

A YEAR'S GARDENING

By BASIL HARGRAVE. With 32 Illustrations from original photographs. Demy 8vo. 6s. net.

THE COMPLETE CAKE BOOK

By MAY LITTLE. (First-class Diploma, late Staff Teacher at the National Society's Training School of Cookery, London.) Author of "A Year's Dinners," "Cookery Up-to-Date," etc. Crown 8vo, cloth. 2s. 6d. net.

WOMEN'S WORK
IN
WAR TIME
A
HANDBOOK OF EMPLOYMENTS

COMPILED
AND EDITED BY
H. M. USBORNE

WITH A PREFACE BY
LORD NORTHCLIFFE

LONDON
T. WERNER LAURIE, LTD.
8 ESSEX STREET, STRAND, W.C.2

1917.

coll. 83
2/5 '18

22000.72.

PREFACE

"THE Women are splendid." That was the title which I gave in 1914 to an article on the women who are helping to win the war.

Within the moderate compass of some 160 pages the writer of this compact volume develops this agreeable theme.

The way in which the women of the Empire have rallied in hundreds of thousands to its aid in the hour of need is one of the most remarkable, though not unexpected, features of the war on its "home front." In days of old the brave women of Carthage sacrificed their tresses—their "crown of glory"—to make ropes for their soldiers. The women of the Empire are not called upon to do that, but gladly and willingly vast numbers of them are sacrificing their time and energy—in some cases, it is to be feared, even their health—in working by day or by night to supply our fighting forces with munitions of war and in many other directions not less important.

Mrs. Usborne's volume is divided into two sections. Part I. consists of a guide to employment. Many women are asking, "What can I do? How can I help my country?"

Here will be found the answers to such questions. In Part II. the authoress compiles a series of chapters from different pens, describing in some detail many of the vocations enumerated in Part I.

Among the merits of the book is its effort to make it clear to the women of the country that the manufacture of munitions and work of other kinds directly connected with the war, though possessing for that very reason a kind of martial glamour not shared by many other forms of handicraft, should not cast other sorts of employment into comparative disfavour in women's eyes.

Agriculture, for instance, is among other spheres of labour in which valuable work can be done by the gentle sex, both by producing food and releasing men. It would be superfluous, in a Preface, to dilate upon Nursing—a profession for ever hallowed by the memory of Florence Nightingale—because, next to Motherhood, there is no sphere in which women's native virtues of gentleness and care can be of better service than in tending the sick and wounded.

I can cordially recommend *Women's Work in War Time*. It is not merely readable ; its accuracy speaks for itself on every page.

NORTHCLIFFE.

June, 1917.

INTRODUCTORY NOTE

THERE is one thing I wish to impress upon readers of this book. The desire to be of immediate use, and to earn immediately, is inducing numbers of women and girls to undergo short periods of training and take up work for which they are imperfectly equipped, and in which, consequently, they cannot hope to attain any high measure of efficiency or success. If these women were to make the necessary effort and sacrifice demanded by a prolonged period of training, they would in the long run be doing far better for the nation, and incidentally for themselves.

At the present time, while there is a great demand for fully qualified workers in most of the professions named in this book, there are some 70,000 women on the live registers of the Employment Exchanges, and one of the reasons why suitable posts cannot be found for them is that they are not qualified to fill those which exist. Hitherto, sacrifices have been made by parents to ensure a son's training, but the notion that a daughter may profit equally by such training is as yet not generally recognised. Nevertheless it is a fact that calls for recognition.

It may be said that when the war is over and the men come back from the front, women will be very largely superseded in the positions which they now occupy. This is probably true, but it is a truth

that applies mainly, if not entirely, to unqualified or half-qualified workers. The woman who is fully qualified, who has attained technical knowledge and experience, has little reason to fear unemployment in the future ; rather may she expect to find a steady demand for her services.

Both to succeed personally and to play an adequate part in the work of the nation, *women must be trained*. This point cannot be too strongly emphasized.

I am glad to have this opportunity of expressing my sincere thanks to the many busy people who have helped me to compile this book. Especially am I indebted to the able writers who have generously contributed expert articles, and to the following Heads of Departments who have given me not only a personal interview, but a measure of assistance for which I cannot thank them sufficiently :—

Miss H. Bideleux, Head of the Hygiene Department, Battersea Polytechnic ; Miss Louie M. Brooks, Warden and Secretary of the London (Royal Free Hospital) School of Medicine for Women ; Miss Sidney Browne, R.R.C., Matron-in-Chief (retired), Q.A.I.M.N.S., Matron-in-Chief, T.F.N.S. ; Miss Margaret E. Buchanan, Ph.C., M.P.S., Lecturer on Pharmacy to the University of London ; Mr. David Caird, of the Special Intelligence Branch, Ministry of Munitions ; Mr. Arthur Cane, Secretary of the Canteen Committee, Central Control Board (Liquor Traffic) ; Mrs. Carden, Hon. Secretary of the Women's Patrol Committee ; Mrs. Charlesworth, O.C. Women's Volunteer Reserve ; Miss L. Clapham, Principal Officer Women's Section, National Service Department ; Mr. F. Coysh, Secretary of the United Kingdom Commercial Travellers' Association ; Miss Damer Dawson, Commandant, and Miss Allen, Chief Superintendent, of the Women Police Service ; Miss Durham, Chief Woman Inspector,

Ministry of Labour ; Miss E. M. Ford, Secretary of the Association for Promoting the Training and Supply of Midwives ; the Hon. Essex French, Hon. Secretary of the Almeric Paget Military Massage Corps ; Mrs. Charles W. Furse, Commandant-in-Chief of the Women's V.A.D.s ; Miss T. A. Hall, of the Paddington Board of Guardians ; Miss Moore, of the Young Women's Christian Association ; Miss M. M. MacQueen, Organiser, Women's Farm and Garden Union ; Miss T. M. Morton, Principal Organiser of Children's Care Work ; Miss O'Kell, Hon. Secretary of the Women Sanitary Inspectors' and Health Visitors' Association ; Mr. Robert J. Parr, Director of the National Society for the Prevention of Cruelty to Children ; the Rev. J. C. Pringle, Secretary of the Charity Organisation Society ; Mr. E. M. Rich, Assistant Education Officer, London County Council ; Miss Ina Stansfeld, Superintendent Woman Inspector, Local Government Board ; Miss Talbot, Director of the Women's Branch of the Board of Agriculture ; Miss Templeton, Secretary of the Incorporated Society of Trained Masseuses ; Mrs. Thomas, Hon. Secretary of the Hospital Almoners Council ; Mr. W. T. H. Walsh, of the Ministry of Munitions ; and Mr. Sydney Walton, late of the Welfare Section of the Ministry of Munitions.

H. M. USBORNE.

CONTENTS

PART I

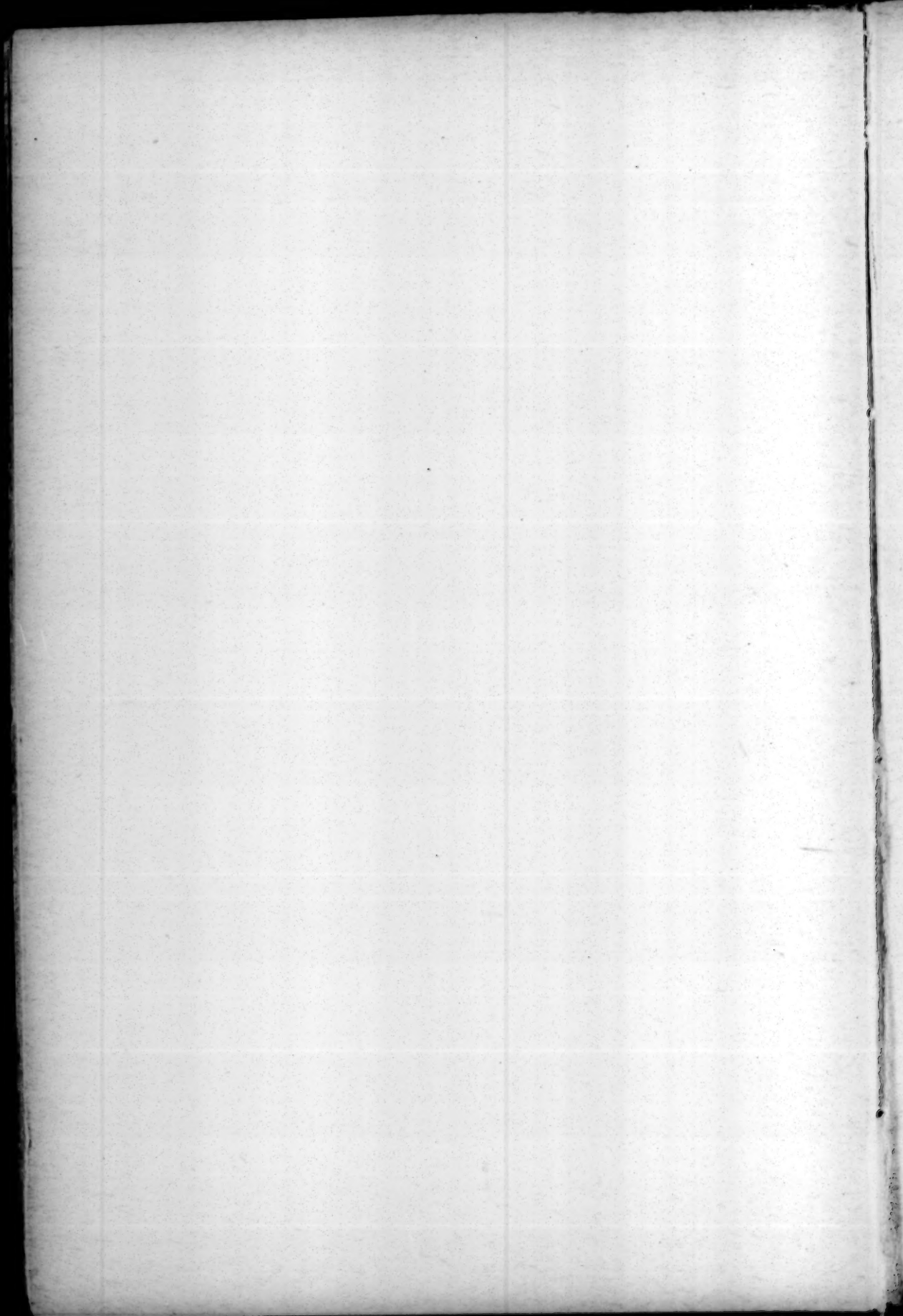
	PAGE
AGRICULTURE	15
BUS CONDUCTORS	20
CANTEEN WORKERS	20
CARPENTERS	22
CLERKS AND SECRETARIES	22
CLUB LEADERS	27
COMMERCIAL TRAVELLERS	28
CRÈCHE MATRONS	29
DENTAL MECHANICS	29
DOCTORS	30
FACTORY INSPECTORS	32
GARDENERS	34
GIRL (DISTRICT) MESSENGERS	35
GIRL MESSENGERS (POST OFFICE)	36
GROOMS	36
HEALTH VISITORS	36
HOSPITAL ALMONERS	38
INFANT PROTECTION VISITORS UNDER THE L.C.C.	40
INSPECTORS, N.S.P.C.C.	41
INSPECTORS UNDER THE L.G.B.	41

	PAGE
INVESTIGATORS OF CLAIMS TO SEPARATION ALLOWANCES	42
LAMPLIGHTERS	43
MAIL VAN DRIVERS	43
MAIL VAN (MOTOR) DRIVERS	44
MASSEUSES	44
MIDWIVES	45
MOTOR DRIVERS	47
MUNITIONS WORK	48
NURSES, ARMY	56
„ RED CROSS	58
ORGANISERS, CARE COMMITTEE	59
ORGANISERS AND SPEAKERS, N.S.P.C.C.	60
PATROLS	60
PHARMACISTS	61
POLICEWOMEN	63
POSTWOMEN	64
RELIEVING OFFICERS	65
SANITARY INSPECTORS	66
SCHOOL NURSES UNDER THE L.C.C.	68
SUPERINTENDENTS OF INFANT WELFARE CENTRES	69
TAXI DRIVERS	70
TEACHING, ELEMENTARY	71
TEACHING, SECONDARY	73
TEACHING, DRILL AND GAMES	75
TELEPHONISTS	76

CONTENTS	xiii
	PAGE
TRAM CONDUCTORS	77
VOLUNTARY AID DETACHMENTS	78
WELFARE SUPERINTENDENTS IN MUNITIONS FACTORIES	82
WOMEN'S ARMY AUXILIARY CORPS	82

PART II.

THE UNIVERSITY WOMAN : WAR WORK AND FUTURE PROSPECTS. <i>H. J. Crawford, B.A.</i>	87
THE CIVIL SERVICE AND WOMEN. <i>Dorothy M. Zimmern, M.A.</i>	95
THE OPEN ROAD : WOMEN'S OPPORTUNITY IN THE MUNITIONS FACTORY. <i>L. Keyser Yates</i>	112
WOMEN IN AGRICULTURE. <i>Gladys Pott</i>	117
WELFARE WORK IN THE MUNITIONS FAC- TORY. <i>Amy Eleanor Mack</i>	127
THE OUTLOOK FOR WOMEN IN CLERICAL WORK. <i>Ruth Young</i>	136
MEN AND WOMEN OF THE FUTURE.	
1. The Care of School Children	144
2. Openings for Women in Infant Welfare Work. <i>J. Halford</i>	150
RED CROSS WORK IN THE WAR.	
1. The British Red Cross and Order of St. John. <i>S. A. Swift</i>	156
2. The Work of the " V.A.D.'s "	163



WOMEN'S WORK IN WAR TIME

AGRICULTURE

THE following are the names and addresses of the Secretaries of the Women's County War Agricultural Committees in England and Wales. These Committees work in close co-operation with the Employment Department of the Board of Trade.

The demand for women workers on the land is most urgent. *Hours of work* : 10-12 a day. *Training* : For the selected volunteers under the National Service scheme, three to four weeks' free training on farms specially adapted to this purpose is given. *Wages* : These vary in different districts, but a minimum wage of 18s. a week is guaranteed. *Allowances* : All travelling expenses are paid, a free outfit provided, and free maintenance granted to workers during the times of their unemployment between terms of engagement.

Any one wishing to take up this work should apply to the Secretary of the Women's War Agricultural Committee in their own county, to the nearest Post Office, or to the Women's Department of National

Service, St. Ermin's, Caxton Street, Westminster, S.W.1. Intending workers should be at least 18 years of age, active, intelligent, physically strong, and prepared to sign on for the period of the War.

ENGLAND

BEDFORD.—Mrs. Whitchurch, Gt. Barford House, Sandy.

BERKSHIRE.—Miss M. H. Ormerod, Shire Hall, Reading.

BUCKINGHAM.—C. G. Watkins, Esq., County Buildings, Aylesbury.

CAMBRIDGE.—Mrs. Rootham, County Hall, Cambridge; Assistant Secretary, Miss F. Scruby, County Hall, Cambridge.

CHESHIRE.—The Hon. John E. Cross, West Hall, High Legh, Knutsford.

CORNWALL.—Mrs. Gibson, St. Michael's, Falmouth.

CUMBERLAND.—The Lady Mabel Howard, Greystoke, Penrith.

DERBY.—Miss E. B. Jackson, Stubbens Edge, Ashover, Chesterfield.

DEVON.—Mrs. Halliday, The Vicarage, Topsham, Devon.

DORSET.—Miss H. Gildea, 4, South Street, Dorchester.

DURHAM.—J. A. C. Robson, Esq., Shire Hall, Durham.

ESSEX.—Miss J. M. Aldridge, Ivy House, North End Road, Golder's Green.

GLOUCESTER.—Miss F. H. Teesdale, Whitminster House, Stonehouse, Glos.

HAMPSHIRE.—Miss M. K. Cook, 6, The Close, Winchester.

HEREFORD.—Mrs. Kevill Davies, The High Wood, Leominster.

HERTFORD.—Miss L. M. Livingstone, Bayford Court, Hertford.

HUNTINGDON.—Miss Linton, Stritloe House, Buckden, Hunts.

ISLE OF WIGHT.—Mrs. Goode, Orchardleigh, Bonchurch,
Isle of Wight.

KENT (East).—The Hon. Mrs. Rice, North Court, Eastry,
Kent.

KENT (West).—H. W. Christie, Esq., Castle Hill, Ton-
bridge.

LANCASHIRE.—W. E. Hale, Esq., Mowbreck Hall, Kirkham.

LEICESTER.—Mrs. Morris, The Bank House, Melton Mow-
bray.

LINCOLN (Holland).—Miss Maud Worth, The Priory, Hol-
beach.

LINCOLN (Kesteven).—A. E. Dixon, Esq., Bourne, Lincs.

LINCOLN (Lindsey).—W. Birkitt, Esq., 286, High Street,
Lincoln.

MIDDLESEX.—The Lady Margaret Boscawen, 11, Mount
Street, Berkeley Square, W.

NORFOLK.—Mrs. Parish, "Westward Ho!" Kingsley
Road, Norwich; Miss Burton, 129,
Newmarket Road, Norwich.

NORTHAMPTON.—Miss Davis, County Hall, Northampton.

NORTHUMBERLAND.—C. Williams, Esq., The Moothall,
Newcastle-on-Tyne.

NOTTINGHAM.—Miss May Birkin, Ruddington Grange, Nr.
Nottingham.

OXFORD.—Miss Dorothy Tyndale, 8, Fyfield Road, Oxford.

PETERBOROUGH, SOKE OF.—Mrs. W. Strong, Thorpe Hall,
Peterborough.

SOMERSET.—Mrs. Boys, North Cadbury Rectory, Somerset.

STAFFORD.—E. Joy, Esq., County Buildings, Stafford.

SUFFOLK (East).—Miss Averil Bernard, Copdock, Ipswich.

SUFFOLK (West).—C. S. Pattie, Esq., Shire Hall, Bury St. Edmunds.

SURREY.—Mrs. Horne, Hall Place, Shackleton.

SUSSEX (East).—Mrs. Musgrave, The Elms, Ditchling, Nr. Hassocks. Miss Best, Old Lord Hill, Keymer, Hassocks.

SUSSEX (West).—Miss Myers, County Hall, Chichester.

WARWICK.—R. Gordon Everitt, Esq., 12, Northgate Street, Warwick.

WESTMORELAND.—Miss Hentley, 16, Hartington Place, Carlisle.

WILTSHIRE.—Mrs. Audrey, Manningford Manor, Pevensey ;
Miss Olivier, The Close, Salisbury,

WORCESTER.—The Hon. Mary Pakington, Waresley Court, Kidderminster.

YORKSHIRE (East Riding).—Miss E. M. Cooper, St. Mary's Vicarage Room, Beverley.

YORKSHIRE (North Riding).—Miss Wilson, Employment Exchange, Northallerton.

YORKSHIRE (West Riding).—Mrs. E. Lane Fox, Walton House, Boston Spa. J. K. Cross, Esq., New Laithes Hall, Horsforth.

YORKSHIRE (South Branch).—Mrs. Herbert Peake, The Hall, Bawtry, Yorks.

WALES

ANGLESEY.—Griffith Jones, Esq., Shire Hall, Llangefni.

BRECON.—David Thomas, Esq., Llwynon, Builth Wells, Brecon.

CARDIGAN.—Mrs. Abel Jones, Crugian, Rhydefelin, Aberystwyth.

CARMARTHEN.—Daniel Johns, Esq., County Education Offices, Carmarthen.

CARNARVONSHIRE—

North.—Miss Wilkinson, Llanfairfechan.

South.—Mrs. Wm. George, Criccieth.

DENBIGHSHIRE.—Miss Wordsworth, 1, All-y-Bryn Garden Village, Wrexham.

FLINTSHIRE.—Miss Hughes, Ty Cerrig, Caergwrle, Nr. Wrexham.

GLAMORGAN.—Miss Strachan, Law Courts, Cathays Park, Cardiff.

MERIONETHSHIRE.—Mrs. Morgan, Ballymacora, Barmouth.

MONMOUTH.—Lady Mather Jackson, Llantilo Court, Abergavenny.

MONTGOMERY.—Mrs. W. Dugdale, Pendalog, Llangyllin, Mon.

PEMBROKE.—Mrs. Wheatley, Spring Gardens, Haverfordwest.

RADNORSHIRE.—Miss J. M. Powell, Downton House, Kington, Herefordshire.

LONDON ORGANISATIONS

THE NATIONAL LAND SERVICE CORPS, 50, Upper Baker Street, N.W.

THE WOMEN'S DEFENCE RELIEF CORPS, 10, Abbey Road, St. John's Wood, N.W.

THE WOMEN'S LEGION.—115, Victoria Street, S.W.

THE NATIONAL LAND COUNCIL, 16, St. James's Street, S.W.

THE BOYS' COUNTRY WORK SOCIETY, 7, John Street, Adelphi, W.C.

'BUS CONDUCTORS*

AGE.—Between 21 and 35.

QUALIFICATIONS.—Between 5ft. and 5ft. 10in. in height ; good health and good physique ; good character.

TRAINING.—About one week's training on 'bus with conductor.

PAY.—5s. 6d. to 7s. 6d. a day.

HOURS OF WORK.—These vary according to the omnibus service worked on. About 10 a day may be considered normal.

UNIFORM.—Generally supplied free.

WHERE TO APPLY.—The following Omnibus Companies employ women conductors :—

The London General Omnibus Co., Ltd., 9, Grosvenor Road, S.W. 1.

The National Steam Car Co., Ltd., 16, St. Helen's Place, E.C. 3.

Messrs. Thomas Tilling, Ltd., Winchester House, Peckham S.E. 15.

**CANTEEN WORKERS IN MUNITION
FACTORIES**

In 1915 the Central Control Board (Liquor Traffic)† appointed a Canteen Committee to supervise the establishment of canteens in Munition Factories and to co-ordinate the work of the various voluntary and other Societies which had organised canteens from the beginning of the War.

* These particulars refer to London only.

† Canada House, Kingsway, W.C.

The voluntary Societies approved by the Committee are as follows :—

1. Young Men's Christian Association (England).
2. National People's Palaces Association, Ltd.
3. Salvation Army.
4. Church of England Temperance Society.
5. Church Army.
6. Young Men's and Women's Christian Association (Scotland).
Young Women's Christian Association (Scotland).
7. Young Women's Christian Association (England).
8. British Women's Temperance Association (Scotland).
9. Glasgow Union of Women Workers (Central Office for Women).
10. Women's Volunteer Reserve.
11. Women's Legion.

Canteen arrangements in Munition Factories are undertaken either by a voluntary society or by employers themselves, who engage workers locally in the ordinary way.

APPROXIMATE SALARIES EARNED IN CANTEENS.—Canteens are generally staffed by both paid and voluntary workers. The following table will give an idea of the approximate salaries earned :—

Manageress	25s. to 60s. per week.
Assistant Manageress	20s. to 35s. „
Cook	18s. to 30s. „
Assistant Cook	13s. to 20s. „
Waitress	18s. to 25s. „
Storekeeper	20s. to 30s. „
Cashier	15s. to 20s. „
Kitchen Workers	5s. to 15s. „
Charwomen	14s. to 20s. „

In addition to the above, food is usually provided.

The Cookery Section of the WOMEN'S LEGION provides women cooks to replace male Army cooks, and women holding high diplomas for cookery to instruct and train men at camps or at military schools of cookery. Full particulars can be obtained on application to The Secretary, The Women's Legion, Military Cookery Section, A.G. XI., Devonshire House, Piccadilly, W. 1.

CARPENTERS

Women Carpenters are being employed on Army Hut construction at home and in France.

THE WORK.—The work consists of rough joinery and is not heavy.

HOURS.—8.30 a.m. to 6 p.m.

PAY.—5d. per hour. Piecework when proficient.

WHERE TO APPLY.—W. G. Tarrant, Government Contractor, Byfleet, Surrey.

CLERKS AND SECRETARIES

TRAINING INSTITUTIONS

In addition to the numerous private offices and schools in London and the Provinces which offer courses of training for clerical workers, instruction in commercial subjects, including shorthand, type-writing, and book-keeping, can be obtained inexpensively in the Commercial Institutes maintained

by the London County Council, and in the various Technical Institutes established in all parts of the country.

The L.C.C. Commercial Institutes are as follows :—

NORTHERN AND ADJACENT DISTRICTS OF LONDON

HAVERSTOCK HILL COMMERCIAL INSTITUTE, HAMPSTEAD, N.W., Monday, Tuesday, Wednesday and Thursday evenings from 7.30 to 10 p.m. Principal, Mr. H. A. Warmer.

THE Highbury Commercial Institute, Laycock Street, Upper Street, Islington, N. (near Highbury Station), Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. D. W. Llewellyn.

THE HUGH MYDDELTON COMMERCIAL INSTITUTE, CORPORATION ROW, CLERKENWELL, E.C., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.10 to 9.40 p.m. Principal, Mr. D. Magill.

THE MARYLEBONE COMMERCIAL INSTITUTE, UPPER MARYLEBONE STREET, GREAT PORTLAND STREET, W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.10 to 9.40 p.m. Principal, Mr. F. Rushworth.

UPPER HORNSEY ROAD COMMERCIAL INSTITUTE, SEVEN SISTERS ROAD, HOLLOWAY, N., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. H. Hennings.

NORTH-WESTERN AND ADJACENT DISTRICTS

THE FULHAM COMMERCIAL INSTITUTE, CHILDERLEY STREET, FULHAM PALACE ROAD, S.W., Monday, Tuesday, Wednesday and Thursday evenings from 7.30 to 10 p.m. Principal, Mr. R. J. P. Williams.

THE MARYLEBONE COMMERCIAL INSTITUTE, UPPER MARYLEBONE STREET, GREAT PORTLAND STREET, W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.10 to 9.40 p.m. Principal, Mr. F. Rushworth.

THE PADDINGTON COMMERCIAL INSTITUTE, ESSENDINE ROAD, SHIRLAND ROAD, MAIDA HILL, W., Monday, Tuesday Wednesday, Thursday and Friday evenings from 7.15 to 9.50 p.m. Principal, Mr. D. G. Collins.

ST. GEORGE'S ROW COMMERCIAL INSTITUTE, EBURY BRIDGE, BUCKINGHAM PALACE ROAD, S.W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. F. B. Hart.

WILLIAM STREET COMMERCIAL INSTITUTE, HAMMERSMITH ROAD, W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. J. H. Reeves.

NORTH-EASTERN AND ADJACENT DISTRICTS

THE HACKNEY COMMERCIAL INSTITUTE, CASSLAND ROAD, WELL STREET, SOUTH HACKNEY, N.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. A. E. Freeman.

THE Highbury Commercial Institute, Laycock Street, Upper Street, Islington, N. (near Highbury Station), Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. D. W. Llewellyn.

THE HUGH MYDDELTON COMMERCIAL INSTITUTE, CORPORATION ROW, CLERKENWELL, E.C., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.10 to 9.40 p.m. Principal, Mr. D. Magill.

MALMESBURY ROAD COMMERCIAL INSTITUTE, COBORN ROAD, BOW, E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. G. T. Frankland.

MYRDLE STREET COMMERCIAL INSTITUTE, COMMERCIAL ROAD EAST, E., Monday, Tuesday, Wednesday and Thursday evenings from 7.15 to 9.45 p.m. Principal, Mr. E. J. Crew.

NORTHWOLD ROAD COMMERCIAL INSTITUTE, Monday, Tuesday, Wednesday and Thursday evenings from 7.30 to 10 p.m. Principal, Mr. A. W. French.

QUEEN'S ROAD COMMERCIAL INSTITUTE, DALSTON, N.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. J. R. Till.

SOUTHERN AND ADJACENT DISTRICTS

THE BALHAM COMMERCIAL EVENING INSTITUTE, BALHAM HIGH ROAD, S.W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. T. Thew.

THE BRIXTON COMMERCIAL EVENING INSTITUTE, SUSSEX ROAD, COLDHARBOUR LANE, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. R. Hedges.

BROCKLEY ROAD COMMERCIAL EVENING INSTITUTE, BROCKLEY, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. A. G. Manser.

THE CATFORD COMMERCIAL EVENING INSTITUTE AND BRANCH SCHOOL OF ART, BROWNHILL ROAD, RUSHEY GREEN, CATFORD, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. H. H. Jones.

CHOUMERT ROAD COMMERCIAL EVENING INSTITUTE, RYE LANE, PECKHAM, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.25 to 9.55 p.m. Principal, Mr. A. A. Kemp.

THE GREENWICH COMMERCIAL EVENING INSTITUTE, BLACKHEATH ROAD, GREENWICH, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. George Dand.

THE KENNINGTON COMMERCIAL EVENING INSTITUTE, KENNINGTON ROAD, KENNINGTON, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. E. G. Dixon.

THE "OLIVER GOLDSMITH" COMMERCIAL EVENING INSTITUTE, PECKHAM ROAD, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. Herbert W. Shalders.

THE PARAGON COMMERCIAL EVENING INSTITUTE, NEW KENT ROAD, S.E., Monday, Tuesday, Wednesday and Thursday evenings from 7.30 to 10 p.m. Principal, Mr. W. J. Bradley.

SOUTH-WESTERN AND ADJACENT DISTRICTS

THE BALHAM COMMERCIAL INSTITUTE, BALHAM HIGH ROAD, BALHAM, S.W., Monday, Tuesday, Wednesday, Thursday, and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. T. Thew.

THE BRIXTON COMMERCIAL INSTITUTE, SUSSEX ROAD, COLDHARBOUR LANE, S.E., Monday, Tuesday, Wednesday Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. R. Hedges.

THE FULHAM COMMERCIAL INSTITUTE, CHILDERLEY STREET, FULHAM PALACE ROAD, S.W., Monday, Tuesday, Wednesday and Thursday evenings from 7.30 to 10 p.m. Principal, Mr. B. Wood.

THE KENNINGTON COMMERCIAL INSTITUTE, KENNINGTON ROAD, KENNINGTON, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. E. G. Dixon.

PLOUGH ROAD COMMERCIAL INSTITUTE, ST. JOHN'S HILL, CLAPHAM JUNCTION, S.W., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. W. Hill.

SOUTH-EASTERN AND ADJACENT DISTRICTS

BROCKLEY ROAD COMMERCIAL INSTITUTE, BROCKLEY, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. A. G. Manser.

CATFORD COMMERCIAL INSTITUTE AND BRANCH SCHOOL OF ART, BROWNHILL ROAD, RUSHEY GREEN, CATFORD, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.20 to 9.50 p.m. Principal, Mr. H. H. Jones.

GREENWICH COMMERCIAL INSTITUTE, BLACKHEATH ROAD, GREENWICH, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.15 to 9.45 p.m. Principal, Mr. George Dand.

WOOLWICH COMMERCIAL INSTITUTE, BLOOMFIELD ROAD, PLUMSTEAD COMMON ROAD, S.E., Monday, Tuesday, Wednesday, Thursday and Friday evenings from 7.30 to 10 p.m. Principal, Mr. W. Peatfield, B.Sc.

Full details of the classes are published in the respective prospectuses, which may be had on application to the Principals of the several institutions.

For students under 18 years of age, Junior Commercial Institutes have been established, particulars of which can be obtained on application to the Education Officer, L.C.C. Education Offices, Victoria Embankment, W.C.

SALARIES.—This subject is dealt with elsewhere.

CLUB LEADERS

There is a growing demand for Leaders of Girls' Clubs organised by the Y.W.C.A. and similar organisations.

QUALIFICATIONS.—The usual qualifications asked for are as follows: Good health, good education, organising ability, knowledge of girls, and keen interest in their spiritual, mental and physical development. Age, 28-40.

SALARY.—The Y.W.C.A. has a standard rate of salary as follows : £2 2s. a week with residence but without board.

WHERE TO APPLY.—The Secretary, Young Women's Christian Association, Employment Bureau, 26, George Street, W.

COMMERCIAL TRAVELLERS

Women Commercial Travellers are being employed with fair success in place of men, especially in feminine departments. This employment is not generally considered a suitable one for women to enter permanently, owing to the hard nature of the work, which frequently involves long journeys by rail or car, carrying heavy skips of samples, and having to put up for the night in little wayside inns or hotels. Further, the future possibilities of the profession are rapidly being depreciated by the gradual development all over the country of a network of commercial agencies and depôts.

One firm now employs 20 women Travellers out of a total of 100, these having been recruited from among the firm's own employees ; the wages, including commission on sales, are about £3 a week, not including travelling expenses. Three women are employed under similar conditions by a second firm, while the wife of a successful Traveller now serving at the Front has been engaged by a third firm to take her husband's place at his salary of £1000 a year ; this figure, however, is exceptional, the average salary earned by members of the United

Kingdom Commercial Travellers' Association (14, Southampton Row, W.C.) being about £200 a year.

CRÈCHE MATRONS

QUALIFICATIONS.—Some hospital experience, and experience in the care of young children are generally considered necessary.

SALARY.—£25 to £40 per annum (resident).

The majority of the best crèches are affiliated to the NATIONAL SOCIETY OF DAY NURSERIES, 4, Sydney Terrace, Fulham Road, S.W., from the Secretary of which Society further information can be obtained.

DENTAL MECHANICS

The term "Dental Mechanics" covers the work which is done outside a Dental Surgery, such as the making of artificial teeth and appliances for the mouth. The demand for women to fill vacancies caused by the war is far greater than the supply. The salary earned after a short course of training starts at about £1 per week, but considerably more than this can be earned by women who undergo a longer training and become proficient.

Training can be obtained in London at the following institutions:—

THE LONDON SCHOOL OF DENTAL MECHANICS, 49, Wigmore Street, W. 1. (Application should be made to the Secretary.) Fees, £16 16s. per session of approximately 13 weeks.

THE BOROUGH POLYTECHNIC, Borough Road, S.E. 1. (Application should be made to the Principal.) The course of instruction, which lasts for six months and costs £5 5s., is intended for women between 18 and 35 years of age.

DOCTORS

There is little doubt that the practice of medicine and surgery is a profession which offers women a great opening in the future. Five hospitals in London are now entirely officered by medical women, and an increasing number of resident hospital appointments are being made.

The majority of medical women are engaged either in consulting or general practice, but a considerable number hold appointments in Public Health work of various kinds. Public appointments for men and women are paid at the same rates for the same work. The following are some typical appointments held by qualified medical women :—

1. Assistant Medical Officer, whose work is chiefly the inspection of school children, Salary, £300-£400.
2. Inspectors in various Government Departments, *e.g.*,
 - (a) Board of Education, Medical Officer, £600;
 - (b) Home Office, Inspector of Prisons, £300-£400.
 - (c) Home Office, Inspector of Clerks, £200-£500;
 - (d) Insurance Commissioners, £500.
3. County Tuberculosis Officers, £500.
4. Inspectors of Infant Welfare Centres, £400.

5. Resident Medical Officers in Infirmaries, Asylums, and Hospitals, £100-£300.
6. Medical Inspectors in Secondary Schools—generally combined with private practice.
7. Lecturers on Hygiene and Public Health.
8. Medical Officers in Quarantine Stations, and under the Colonial Office.
9. Pathologists in various public and hospital laboratories.

The number of women on the British Medical Register is at present about 1,100.

TRAINING.—The course of training for the medical degrees of the University of London occupies $5\frac{1}{2}$ years, and for all other qualifications the minimum time of study is 5 years.

COST OF TRAINING.—Board, lodging, school and examination fees, books, instruments, and moderate personal expenses should be covered by about £150 a year. Various scholarships are open to competition.

MEDICAL SCHOOLS.—The oldest medical school for women is the London School of Medicine for Women, 8, Hunter Street, Brunswick Square, W.C., 1, which has attached to it two hospitals, the Royal Free, and St. Mary's (Paddington). Women medical students are also admitted to King's College, to which is attached the Charing Cross Hospital, and to all the provincial Universities which have medical schools, except those of Oxford and Cambridge.

REGISTRATION.—In order to register as a legally qualified medical practitioner it is necessary to hold one or more of the degrees or diplomas of one of the examining bodies recognised by the General Medical Council. The examining bodies that admit women are as follows :—

1. All British Universities except those of Oxford and Cambridge.
2. The Royal Colleges of England.
3. The Conjoint Colleges of Scotland.
4. The Conjoint Colleges of Ireland.
5. The Society of Apothecaries, London.

With the exception of those reading for the medical and surgical degrees of the University of London, or the Diplomas of the Royal College of Physicians and Surgeons of England, which are registrable qualifications, all medical students must be registered by the GENERAL MEDICAL COUNCIL. Previous to registration it is necessary to pass a preliminary examination in Arts, including English, Mathematics, Latin, and a modern language.

A complete list of the examinations qualifying for registration can be obtained from the Registrar of the General Medical Council: England, 44, Hallam Street, Cavendish Sq., W.1; Scotland, 52, George Street, Edinburgh; Ireland, 35, Dawson Street, Dublin.

FACTORY INSPECTORS

Lady Inspectors of Factories and Workshops are appointed by the Home Secretary after a competitive examination limited to candidates who are nominated by him. A few temporary appointments have been made since the outbreak of War, but it is not likely that any further such appointments will be made, or that any examination will be held during the War.

QUALIFICATIONS OF CANDIDATES :—

1. To be between the ages of 25 and 40 at date of examination.
2. To be of good character.
3. To be in possession of good health, and to satisfy the Civil Service Commissioners as regards the ordinary physical requirements of the Public Service. (It should be noted that a deficient sense of smell disqualifies a candidate for appointment.)

SUBJECTS OF EXAMINATION

A.—OBLIGATORY SUBJECTS :—

1. English Composition.
2. Arithmetic.

B.—OPTIONAL SUBJECTS :—

3. English Literature.
4. English History.
5. General Modern History.
6. French or German or Italian.
7. Mathematics.
8. Economics.
9. Chemistry.
10. Physics.
11. Physiology and Bacteriology.

Candidates must satisfy the Civil Service Commissioners in three of the optional subjects ; one at least from the subjects 3 to 6, and one at least from the subjects 7 to 11. Not more than four of the optional subjects may be offered.

EXAMINATION FEE.—£2.

TERMS OF APPOINTMENT.—An Inspector upon first appointment is subject to two years' probation. At or before the end of this time she is required to pass a further examination, which is qualifying only, not competitive, in Factory law and Sanitary Science. An Inspector who fails to pass this second examination is not retained in the service unless the Secretary of State for special reasons should allow her another trial.

SALARIES :—

Principal Lady Inspector.—£400 a year, rising to £550.

Senior Lady Inspectors.—£300 a year, rising to £400.

Lady Inspectors.—£200 a year, rising to £300.

The higher rank is filled by promotion from the rank below, and vacancies for new appointments arise in the lower rank only.

TRAVELLING EXPENSES.—Travelling Expenses incurred whilst on duty are paid.

PROMOTION, RETIREMENT AND PENSION.—An Inspector's tenure of office, increments of salary, promotion, and pension are dependent upon good conduct and efficient service. Lady Inspectors retire on marriage, unless for any special reason the Secretary of State considers it desirable to retain their services. They may be called on to retire at 60 years of age, and retire in any case at 65.

WHERE TO APPLY.—Private Secretary, Home Office, Whitehall, S.W. 1.

GARDENERS

Women Gardeners are in great demand, but it should be noted that the period of training for those who wish to take up gardening as a profession is a long one, extending as a rule over 2-3 years. In many cases, however, since the outbreak of War women and girls have undergone short periods of training and have gone out to work under Head Gardeners as garden labourers replacing men. This offers a unique opportunity for women unable to afford large fees at colleges to obtain experience while working for wages.

Full information on the subject can be obtained from the WOMEN'S FARM AND GARDEN UNION, 45, Queen Anne's Chambers, Westminster, S.W. ; this is a permanent institution dealing with women who wish to take up gardening as a profession, but dealing also with the type of worker described above. Advice is given on all subjects relating to training,

details of work, and after prospects, there is also an Employment Department.

SALARIES.—The following are approximately the salaries earned by women gardeners under War conditions :—

Head Gardeners.—30s. to 35s. a week, with (in many cases) furnished rooms. £2 a week without rooms.

Single-handed Gardeners.—25s. to 30s. a week, with rooms.

Under Gardeners.—17s. to 20s. a week, with rooms.

For those who wish to take up gardening as a profession the following pamphlet is recommended for study : " The Training and Employment of Educated Women in Horticulture and Agriculture," by Mrs. Roland Wilkins, published at 6d. by the Women's Farm and Garden Union.

GIRL (DISTRICT) MESSENGERS

Girls are being extensively employed in London as District Messengers in place of boys. The demand for such workers at the present time is good. The girls are given work as far as possible near their own homes, but it should be noted that there are no branches of the District Messenger and Theatre Co. south of the River.

AGE OF CANDIDATES.—14 to 16.

QUALIFICATIONS.—Two good references.

WAGES.—10s. a week, rising by 1s. every 6 months.

HOURS OF WORK.—8 a day.

UNIFORM.—No uniform required.

WHERE TO APPLY.—The District Messenger and Theatre Co., Ltd. (Head Office), 100, St. Martin's Lane, London, W.C.

GIRL MESSENGERS (POST OFFICE)

RATES OF PAY.—In London, Girl Messengers are paid 8s. per week up to 16 years of age and 8s. 6d. if 16 or over, with an additional war bonus in each case of 4s. per week. In the Provinces the pay is generally somewhat less.

TRAINING.—Lower wages are paid during training, which takes the form of practical experience of the work.

HOURS OF WORK.—About 8 a day.

WHERE TO APPLY.—Candidates for this work are obtained through the Employment Exchanges (formerly called Labour Exchanges), a list of which will be found on page 54.

GROOMS

Women Grooms are employed in London by Messrs. McNamara & Co., Ltd., Post Office Contractors, 12, Castle Street, Finsbury, E.C., to whom applications should be addressed.

QUALIFICATIONS.—Two good references. Experience.

WAGES.—33s. per week.

HOURS OF WORK.—About 12 a day.

HEALTH VISITORS

The essential difference in status between a Health Visitor and a Sanitary Inspector is as

follows:—Sanitary Inspectors are entrusted with the duty of seeing that the provisions of certain Acts of Parliament relating to Public Health are complied with, and have the corresponding power of enforcing compliance; Health Visitors have no such power: they are advisory officers only, with no legal status and no "right of entry," and are appointed by Local Sanitary Authorities.

DUTIES.—The work of a Health Visitor is chiefly concerned with the problem of the reduction of Infant Mortality, and may be grouped under the following heads:—

1. Notification of Births Act, 1907. The visiting of infants and the giving of advice to mothers as to the feeding and general management of young children.
2. Advising expectant mothers on the management of their health and as to the influence of ante-natal conditions on their infants.
3. Work in connection with Infant Consultation Centres and Milk Depôts.
4. The promotion of general cleanliness in the home and notification of sanitary defects remediable under the Public Health Acts.
5. The investigation of the deaths of infants under one year of age.
6. Lecturing in Schools for Mothers.

QUALIFICATIONS.—There is a good deal of diversity of opinion as to the necessary qualifications of a Health Visitor, but the following are coming to be recognised as the most essential:—

1. Hospital training.

2. Certificate of the Central Midwives' Board.

3. Sanitary Inspectors' Certificate.

Experience in all kinds of social work is invaluable.

TRAINING INSTITUTIONS.—The following are amongst the Institutions and Colleges offering courses of training and lectures for Health Visitors, etc. Application should be made to the Secretary.

Battersea Polytechnic London, S.W.

Bedford College for Women, Regent's Park, N.W.

Bradford Technical College, Bradford.

Hackney Institute, London, N.

Heriot-Watt College, Edinburgh.

King's College, Strand, London, W.C.

National Health Society, Berners Street, W.

Royal Sanitary Institute, S.W.

University College, Birmingham.

" " Cardiff.

" " Liverpool.

" " Sheffield.

SALARIES ;—

In London.—£100 to £150 a year.

Provinces.—£80 to £100 a year, occasionally £150.

HOURS OF WORK.—Usually from 9 a.m. to 5 or 6 p.m. Saturday is a half day.

HOLIDAYS, ETC.—As regards holidays, pensions, etc., local authorities make their own arrangements.

HOSPITAL ALMONERS

The demand for Hospital Almoners is steadily increasing. It was feared that the effect of the War upon hospital finance might lessen the number of

appointments, but such fears have not been realised. The governing bodies are becoming increasingly alive to the importance of "After Care," of newer developments such as ante-natal, post-natal and temperance work, and this may explain the fact that more assistants have been appointed in various hospitals.

DUTIES.—The duties of a Hospital Almoner are as follows :—

1. To check the abuse of the Out-Patient Department by patients who are (a) in a position to pay for treatment, (b) insured persons under the National Health Insurance Act entitled to the services of a panel doctor and not requiring special hospital treatment, (c) too poor to benefit by any assistance other than that obtainable through the Poor Law. Adequate enquiries are made, with the assistance of charitable societies, for this purpose.
2. To ensure as far as possible that all out-patients to whom treatment is granted shall benefit to the full by that treatment, by securing, with the assistance of outside charitable agencies if necessary, the full co-operation of the patient in carrying out the treatment prescribed by the hospital.
3. To act as a connecting link between the Out-Patients' Department and outside charities.

AGE AND QUALIFICATIONS OF CANDIDATES.—Candidates for this work should be between 23 and 35 years of age, of good education (University Degree recommended), possess broad sympathies, energy, tact and judgment. Previous experience of social work is an advantage.

TRAINING.—The training lasts for 18 months and is divided into three parts :—

1. Instruction in charitable work of a general nature, including interviewing applicants, visits among

the homes of the poor, the business routine of an office, correspondence, keeping accounts, etc., practical instruction in the work of the Poor Law, visits to Institutions, and experience of the various agencies which exist in London for the distribution of relief and for the assistance of those in distress.

2. Theoretical instruction by means of lectures in social subjects, elementary hygiene, and physiology.
3. A course of training in an Out-Patients' Department under an experienced Hospital Almoner.

FEES FOR COURSE OF TRAINING.—20 guineas.

SALARIES.—£125 to £300 a year (non-resident).

WHERE TO APPLY.—The Secretary, The Hospital Almoners' Council, Denison House, 296, Vauxhall Bridge Road, S.W. 1.

INFANT PROTECTION VISITORS

UNDER THE L.C.C.

DUTIES.—The duties include :—

- (a) The inspection of infants and premises notified under the Children Act, 1908.
- (b) Investigations, reports, correspondence.

AGE OF CANDIDATES.—Between 28 and 40.

QUALIFICATIONS.—Practical experience in the management of infants ; knowledge of domestic hygiene ; experience in making investigations and in writing reports. Candidates must be single, or if widows, must be without young children.

SALARIES.—£120 a year, rising by annual increments of £10 to £150 a year. After 10 years' service, Inspectors are

eligible for promotion to the senior division, rising to £200 a year.

TRAVELLING EXPENSES.—Travelling expenses incurred whilst on duty are paid by the Council.

HOURS OF WORK.—At least 8 a day and 5 on Saturday.

WHERE TO APPLY.—The Medical Officer of Health, Public Health Department, London County Council, 2, Savoy Hill, W.C.

INSPECTORS, N.S.P.C.C.

Women Inspectors are being employed with great success by the NATIONAL SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN. Only men were employed on this work before the war.

AGE OF CANDIDATES.—Under 40.

QUALIFICATIONS.—Knowledge of social conditions ; intelligence ; tact ; love of children. Candidates must be prepared to serve in any part of the country.

PAY.—33s. a week, rising to 50s. (Women are appointed on equal terms with men.)

UNIFORM.—Uniform is provided free of charge.

WHERE TO APPLY.—The Director, The National Society for the Prevention of Cruelty to Children, 40, Leicester Square, W.C., 2.

INSPECTORS UNDER THE LOCAL GOVERNMENT BOARD

Applicants for appointment to these posts are

very numerous, and no vacancies are likely to occur during the war.

AGE OF CANDIDATES.—No specified age limit.

QUALIFICATIONS.—Three years' training in a Hospital or Infirmary. Certificate of the Central Midwives' Board. (Experience in the administration of an institution is also very desirable.)

DUTIES.—To inspect, under the ægis of the General Inspector of the district, infirmaries, sick wards, maternity wards, workhouse nurseries, Poor Law and certified schools, and boarded-out children.

HOURS OF WORK.—These are left to the discretion of the Inspector.

SALARIES.—£250 a year, rising by annual increments of £10 to £350 a year. In addition to this, travelling and incidental expenses are paid.

HOLIDAYS.—Thirty-six days in the year, besides Bank Holidays.

PENSION.—This varies in amount according to length of service.

WHERE TO APPLY.—The Right Hon. the President, The Local Government Board, Whitehall, S.W. 1.

INVESTIGATORS OF CLAIMS TO SEPARATION ALLOWANCES

This opening for women is for the period of the war only. It is controlled by the Customs and Excise Department, and there are but few vacancies.* The duties consist of investigating the claims to separation allowances made by soldiers' and sailors'

* These have now been filled.

dependants, and the work in many cases involves visits to poor localities.

AGE OF CANDIDATES.—Preferably between 30 and 35.

SALARY.—£2 a week for the first eight weeks and £2 10s. thereafter for approved service. Necessary small expenses (tube and 'bus fares, etc.) are allowed.

HOURS OF WORK.—From the nature of the work no definite length of day can be fixed. This does not on an average exceed 8 hours. Saturday is a half day.

CONDITIONS OF EMPLOYMENT.—The work is temporary only, terminable at a week's notice on either side.

HOLIDAYS.—If circumstances permit, one day's holiday per month of service is allowed.

WHERE TO APPLY.—The Secretary, Civil Service Commission, London, W. 1.

LAMPLIGHTERS*

Women Lamplighters are being successfully employed by various local authorities.

THE WORK.—Two journeys are made daily. About 5 miles is usually covered per journey. The hours of work vary with the sun, and according to lighting-up regulations.

NUMBER OF HOURS WORKED.—About 4 a day.

TRAINING.—Short practical training during which a small wage is earned.

RATE OF PAY.—About £1 per week (7 days).

MAIL VAN DRIVERS

QUALIFICATIONS.—Two good references. Driving experience.

*These particulars refer to London only.

WAGES.—36s. per week (overtime, 7d. an hour). 9d. per hour on Sundays.

HOURS OF WORK.—At least 12 a day.

TERMS OF ENGAGEMENT.—Contract for 6 months' service is signed.

UNIFORM.—Supplied free.

WHERE TO APPLY.—Messrs. McNamara & Co., Ltd., Post Office Contractors, 12, Castle Street, Finsbury, E.C. 2.

MAIL VAN (MOTOR) DRIVERS*

QUALIFICATIONS.—Intending candidates must pass the *Women Volunteer Reserve's* driving test.

RATES OF PAY.—35s. per week, plus 12s. per month War Bonus.

HOURS OF WORK.—Shifts of 10 hours.

UNIFORM.—The uniform of the Women's Volunteer Reserve is worn, the cost being covered by the G.P.O.

WHERE TO APPLY.—The Officer Commanding, Women's Volunteer Reserve, 15, York Place, Baker Street, W. 1.

MASSEUSES

AGE OF CANDIDATES.—(For obtaining certificate of the Incorporated Society of Trained Masseuses)—Not under 21. Minor candidates, however, may come up for examination under special regulations.

QUALIFICATIONS.—Good education, good health and physique.

TRAINING.—The minimum course of training is (at present) 6 months. Lists of Training Institutions can be obtained on application to the Secretary, Incorporated Society of Trained Masseuses, 157, Great Portland Street, W. 1.

* Temporarily suspended.

FEES.—£12 to £40, according to length of course. (Most schools and hospitals make a reduction for trained nurses.)

Note.—Resident students are taken in some hospitals at an inclusive fee of from £70 for an 18 months' course.

MASSEUSES IN MILITARY HOSPITALS

The body officially recognised for supplying masseuses to the Military Hospitals is the **ALMERIC PAGET MILITARY MASSAGE CORPS**. In order to become a member of the Corps, it is necessary to hold the certificate of the Incorporated Society of Trained Masseuses, or of certain approved training institutions.

RATES OF PAY.—£2 10s. a week, living out; £1 1s. a week, rising to a maximum of £2 2s. 6d., living in.

HOURS OF WORK.—7 a day.

UNIFORM.—A grant of £4 is made towards uniform, provided the member undertakes to serve for at least 6 months.

HOLIDAYS.—4 weeks in the year.

WHERE TO APPLY.—The Hon. Secretary, Almeric Paget Military Massage Corps, 39, Berkeley Square, W.1.

MIDWIVES

There is a very great demand for district midwives, especially in rural areas.

AGE (FOR OBTAINING CERTIFICATE).—21 and over.

QUALIFICATIONS:—It is essential to be physically strong, healthy and intelligent.

LENGTH OF TRAINING.—Minimum of 6 months.

COST OF TRAINING.—From about £30. This sum includes board and lodging, but is exclusive of laundry, uniform, and examination fee of the Central Midwives' Board.*

Note.—Free trainings, or grants towards training, may be obtained from the following :—

1. Local County Councils.
2. County Nursing Associations.
3. The Association for Promoting the Training and Supply of Midwives, Dacre House, Dean Farrar Street, Westminster, S.W. 1.
4. The Rural Midwives Association, 47, Victoria Street, S.W. 1.
5. The Cottage Benefit Nursing Association, Denison House, 296, Vauxhall Bridge Road, S.W. 1.
6. The Professional Classes War Relief Council, 13 and 14, Princes Gate, S.W. 7.

SALARIES.—

1. *Midwife working independently*, has no fixed salary but is dependent upon her fees.
2. *Midwife working in Lying-in Hospital*, £50 to £70 per annum (resident).
3. *Midwife working for District Nursing Association*, about £60 to £90 per annum.
4. "*Teaching Midwife*" in a Hospital or under an Association, £50 to £90 per annum (resident).
5. *Monthly Nurse*, 4 guineas to 20 guineas per month, according to training and experience.
6. *Inspector of Midwives* (if combined with other qualifications, such as the Royal Sanitary Institute's Certificate), £100 to £200 per annum.

Further information, lists of Training Institutions, etc., can be had on application to the Secretary, the Central Midwives' Board, Caxton House, S.W. 1.

* Training "on the district" can be had for considerably less,

MOTOR DRIVERS

INSTRUCTION.—The following Schools for instruction in motor driving and technical knowledge have been officially "appointed" by the Royal Automobile Club, and are recommended by it.

THE MANSIONS MOTOR CO., LTD., 78, York Street, Westminster, S.W.

THE MOTOR TRAINING INSTITUTE, LTD., Heddon Street, Regent Street, W.

MR. A. E. BENNETT, A.M.I.E.E., A.M.I.A.E., 25, Thrale Road, Streatham.

THE LADIES' SCHOOL OF MOTORING, 2, St. Mary Abbots' Place, Kensington, W.

THE WARWICK SCHOOL OF MOTORING, 259, Warwick Road, Hammersmith, W.

THE BRISTOL MOTOR SCHOOL, 15, Coronation Road, Bristol.

MR. F. L. TARRANT, 2, Castle Road, Southsea, Hants.

UNIVERSITY GARAGE, Wright Street, C.-on-M., Manchester.

THE BLAKE SCHOOL OF MOTORING, 22, Rodney Street, Liverpool.

ROBINS MOTOR CAB CO., LTD., Robin's Garage, Greyfriars Road, Park Place, Cardiff.

Full particulars can be obtained from any of the above schools upon application. Tuition fees range from about £3 3s. to £15 15s., according to length and nature of course. Generally speaking, a good knowledge of driving can be gained in about 2—4 weeks.

APPOINTMENTS.—Motor Drivers for the Ministry of Munitions, Army Service Corps, and Royal Flying Corps are interviewed by the **WOMEN'S LEGION, A.G. XI.,** Devonshire House, Piccadilly, W. 1. Women who drive for the Red Cross or for the Women's Army Auxiliary Corps are interviewed at **DEVONSHIRE HOUSE, Piccadilly, W. 1.** The Women's Volunteer Reserve (15, York Place, Baker Street, W.), the Women's Reserve Ambulance* (199, Piccadilly, W.),

* "Green Cross" Society.

and the First Aid Nursing Yeomanry Corps (192, Earls Court Road, S.W.) all utilise the services of women drivers but the first two societies do not pay their drivers, and the Yeomanry Corps only give board, lodging, and washing.

RATES OF PAY

1. UNDER THE WOMEN'S LEGION :—

Superintendents, 52s. 6d. a week, plus travelling expenses

Head Drivers or Squad Leaders, £2 a week, and overtime at the rate of 5d. an hour.

Mechanic Drivers, 35s. a week, and overtime at the rate of 5d. per hour.

Probationer Drivers, 25s. a week, until fit to be classed as Mechanic Drivers.

Garage Washers, 25s. a week.

Commercial Drivers, (driving of light vans, etc.), from 30s. a week.

2. WOMEN'S ARMY AUXILIARY CORPS.—See page 82.

3. RED CROSS MOTOR DRIVERS.—See page 81.

4. MAIL VAN DRIVERS.—See page 44.

5. TAXI-DRIVERS.—See page 70.

MUNITIONS WORK

UNSKILLED

Women wishing to do unskilled Munitions work should make application to the nearest Employment Exchange in their own district. A list of these (London area) will be found on Page 54.

HOURS OF WORK.—The hours of work vary in different districts, but 10 to 12 a day may be considered normal.

In many cases night as well as day shifts are worked, usually alternate fortnights.

WAGES.—As a rule workers start with 20s. to 25s. a week, but earn considerably more if and when they are put on piece work.

CONDITIONS OF EMPLOYMENT.—Workers employed in a controlled establishment or other establishment to which the Leaving Certificate provisions have been applied by Order of the Minister of Munitions, or "on or in connection with munitions work" may not, in the event of their leaving their work, be employed elsewhere within six weeks without a Leaving Certificate.

LEAVING CERTIFICATES.—Leaving Certificates are granted for various reasons: a worker may wish to change her employment—

- (a) For the purpose of undertaking a class of work in which her skill or other personal qualifications could be employed with greater advantage to the national interest.
- (b) Because her employer has failed to observe the conditions laid down in the Fair Wages Clause.
- (c) For reasons of health, or domestic reasons.

In the event of a Leaving Certificate being refused, if the worker thinks the refusal unreasonable, she may have her case heard before the local munitions tribunal, which alone has power to settle disputed points.

SPECIAL TRAINING FOR MUNITION WORKERS

By arrangement with educational authorities in various parts of the Kingdom, the Ministry of Munitions has established a number of Training Centres where women of all classes can be trained as munition workers. A list of these centres will be found on pp. 51-53. Any further information can be obtained from the Training Section, Ministry of Munitions, 6, Whitehall Gardens, S.W. 1.

TRAINING (PRELIMINARY).—The nature of the training varies according to the class of work in demand, every effort being made to train for a specific purpose. Instruction is given in general and advanced machine work, plate metal work, welding, setting up, electrical work, aeroplane woodwork, optical instrument work, tracing, mechanical drawing, etc.

The training is in all cases free, the student undertaking to enter a Munition Factory at the end of the course.

The length of the training varies according to the type of training. On an average the course, which may be either full or part time, lasts from 3 to 6 weeks.

ACCOMMODATION.—Arrangements have been made by the Ministry whereby students coming from a distance can receive help in finding suitable lodging accommodation.

AGE LIMIT.—18 to 35.

CONDITIONS OF EMPLOYMENT.—Students must be willing to accept the usual factory conditions, and to work on either day or night shifts, as required, and for the same hours as other women workers in the factory. The regulations affecting their discharge are the same as for unskilled workers, and will be found on Page 49.

WAGES.—As a rule, wages of about 25s. a week may be expected at first. There are fair chances of advancement for women who become really proficient.

HOURS OF WORK.—These vary in different districts, but an average of 53 per week may be regarded as normal.

ADVANCED COURSE OF TRAINING

Students who show marked aptitude may be selected for a further course of full time specialised instruction in which the prospects for those who become really proficient are undoubtedly good.

During the period of their training such students receive a maintenance allowance of 25s. a week. Small maintenance allowances are also in some cases granted to women accepted for full time instruction at certain schools in other types of work, *e.g.*, fuselage fitting, tracing, woodwork, electrical repair work, and acetylene welding.

Conditions and hours of work are the same generally as for other workers.

TRAINING CENTRES

The following is a list of the women's training centres established, by arrangement with local authorities, by the Ministry of Munitions. Application should be made to the official named in each case. Maintenance allowances are paid to students in the schools marked with an asterisk.

LONDON DISTRICT

<i>School.</i>	<i>Address Applications to :</i>	<i>Type of Work.</i>
Acton and Chiswick Polytechnic, Bedford Park, W.*	R. Bray, Esq.	Plate metal work and welding.
Battersea Polytechnic.†	Dr. F. H. Newman.	General machine work.
Brixton School of Building.*	J. C. Smail, Esq., L.C.C. Education Offices, W.C. 2.	General and advanced machine work.
East Ham Technical College.	W. H. Barker, Esq.	General machine work.
Erith Technical Institute,* Belvedere Road, Erith.	W. Neagle, Esq.	General and advanced machine work.
King's College,* Strand, W.C. 2.	Professor Jameson.	General and advanced machine work.
Regent Street Polytechnic, W. 1.*	Major Mitchell.	Electrical repair work.

† A fee of a guinea is charged in this School.

<i>School.</i>	<i>Address Applications to.</i>	<i>Type of Work.</i>
Shoreditch Technical Institute.*	J. C. Smail, Esq., L.C.C. Education Offices, W.C. 2.	General and advanced work and drawing office work.
Willesden Polytechnic,* Priory Park Road, Kil- burn, N.W.	A. J. Bird, Esq.	Woodwork for aero- planes.
Wimbledon Technical In- stitute, Gladstone Rd., Wimbledon, S.W.	W. Harwood, Esq.	General machine work.
Northampton Polytech- nic,* Clerkenwell.	The Secretary.	Optical munitions work.

BIRMINGHAM DISTRICT

Aston Technical School,* Whitehead Road, Aston.	Chas. White, Esq.	General and advanced machine work.
Birmingham Technical School,* Suffolk Street, Birmingham.	Dr. W. E. Sump- ner.	" "
Handsworth Technical School,* Goldshill Road, Handsworth.	W. E. Harrison, Esq.	" "

PROVINCIAL

Bath Technical School.* Guildhall, Bath.	A. Godfrey Day, Esq.	General machine work.
Bradford Technical School.*	W. M. Gardner, Esq.	General and advanced machine work.
Darlington Technical School.*	A. C. Boyde, Esq.	General machine work.
Derby Technical School.	Wm. Cooper, Esq.	" "
Gillingham Technical In- stitute,* Gillingham, Kent.	R. L. Wills, Esq.	General machine work and Govern- ment Dockyard work.
Leeds Technical School.*	R. E. Barnett, Esq.	General machine work and plate metal work and welding.
Lincoln Technical School.	A. E. Collis, Esq.	Plate metal and general machine work.

<i>School.</i>	<i>Address Applications to</i>	<i>Type of Work.</i>
Liverpool Technical School.*	J. G. Legge, Esq.	Plate metal work and welding.
Loughborough Technical Institute.*	H. Schofield, Esq.	General and advanced machine work.
Rutherford Technical College,* Newcastle-upon-Tyne.	P. Sharp, Esq.	General machine work.
Nottingham University.	J. E. Shimeld, Esq.	" "
Plymouth Technical School.	E. C. Cook, Esq.	General machine work and Dock-yard work.
Portsmouth Technical College.	O. Freeman, Esq.	General machine work and Dock-yard work and Acetylene welding.
Reading University.*	H. Maryon, Esq.	General machine work.
Smethwick Technical School.	R. W. Hutchinson, Esq.	" "
Tunbridge Wells Technical Institute.	Dr. Lister.	" "
Walsall Municipal Institute.*	F. E. Thompson, Esq.	" "
Wednesbury Technical Institute, Kendrick Street, Wednesbury.	W. Macfarlane, Esq.	" "
Wellingborough Technical Institute.	A. J. Ensor, Esq.	" "
York Technical School.	J. H. Mason, Esq.	" "

SCOTLAND

Robert Gordon's College, Aberdeen.	Chas. Stewart, Esq.	General machine work.
Royal Technical College, Glasgow.	H. F. Stockdale, Esq.	" "
Fife (Cowdenbeath) Mining School, Fife.	J. Parker, Esq.	" "

The Women's Service Bureau, 58, Victoria Street, S.W., has opened a training class for women in oxy-acetylene welding. The course, for which no fee is charged, takes from 4 to 6 weeks.

LIST OF (LONDON)

EMPLOYMENT EXCHANGES OPEN TO WOMEN

(THOSE DEALING WITH MEN ONLY HAVE BEEN
OMITTED)

¹ Indicates that an Advisory Committee for Juvenile Employment appointed by the Board of Trade works in connection with the Exchange.

² Indicates that there works in connection with the Exchange a Juvenile Employment Committee appointed by a Local Education Authority under the Education (Choice of Employment) Act.

ACTON.—217, High Street, W. 3.

BERMONDSEY¹.—67, 69, and 71, Union Road, Rotherhithe, S.E. 16.

BOROUGH¹.—107-111, Newington Causeway, S.E. 1.

BRENTFORD².—10, Stile Hall Parade, Chiswick, W. 4.

CAMBERWELL.—21 and 22, Camberwell Green, S.E. 5.

CAMBERWELL.—21 and 23, Church Street, Camberwell, S.E. 5.

CAMDEN TOWN¹.—59, 60, 61, Park Street, Camden Town, N.W. 1.

CANNING TOWN².—171, Barking Road, E. 16.

CHISWICK².—Education Department, Town Hall, W. 4.

CITY.—9, New Bridge Street, E.C. 4.

CITY¹.—5, Tudor Street, E.C. 4.

CLAPHAM JUNCTION¹.—79-85, St. John's Road, Battersea, S.W. 11.

CLAPHAM JUNCTION.—33-35, St. John's Hill, Battersea, S.W. 11.

CROYDON.—49, London Road.

CROYDON².—Education Office, Katherine Street.

DEPTFORD¹.—9-15, Deptford Bridge, Deptford, S.E. 8.

EALING².—Education Office, Town Hall.

EAST HAM.—1 and 2, Grove Villas, High Street, S.E. 6.

EDGWARE ROAD¹.—439-445, Edgware Road, Paddington, W. 2.

ENFIELD.—318-322, High Street, Ponder's End.

FINCHLEY².—Council Offices, Church End.

FINSBURY¹.—207a-221, Pentonville Road, N.

GREAT MARLBOROUGH STREET.¹—60, Great Marlborough Street, W. 1.

HACKNEY.—27 and 29, Well Street, Hackney, E. 9.

HACKNEY.—310-312, Mare Street, Hackney, E. 8.

HANWELL¹.—Education Office, St. Anne's School.

HENDON¹.—Education Department, Council Offices.

HOLLOWAY¹.—284-8, Holloway Road, N. 7.

HORNSEY².—Education Offices, 206, Stapleton Hall Road, Stroud Green, N.

ILFORD.—65, High Road.

LEWISHAM¹.—263-7, High Street, Lewisham, S.E. 13.

NEW SOUTHGATE¹.—Education Office, Bowes Road School.

PENGE (TEMPORARY REGISTRATION ROOM).—97, Anerley Road.

PENGE¹.—Education Offices, Town Hall, Anerley, S.E. 20.

POPLAR¹.—52, East India Dock Road, E. 14.

SHEPHERD'S BUSH¹.—84-90, Uxbridge Road, Shepherd's Bush Green, W. 12.

SHOREDITCH¹.—350-6, Old Street, E.C. 2.

SOUTHALL¹.—North Road School.

STEPNEY.—59 and 60, High Street, Whitechapel, E. 1.

STEPNEY¹.—6, The Minories, E. 1.

STRATFORD¹.—393-7, High Street, Stratford, E. 15.

TOOTING¹.—220-226, Upper Tooting Road, S.W. 17.

TOTTENHAM.—522-528, High Road, Tottenham, N. 17.

WALTHAM GREEN¹.—2, 4 and 6, Jerdan Place, Waltham Green, S.W. 6.

WALTHAMSTOW AND LEYTON.—592-8, Lea Bridge Road, Leyton, E. 10.

WESTMINSTER¹.—99a-101, Horseferry Road, Westminster S.W. 1.

WILLESDEN.²—Constitutional Hall, St. Mary's Road, Harlesden, N.W. 10.

WIMBLEDON¹.—Education Offices, Pelham Road, S.W. 19.

WOOD GREEN.—274, High Road, Wood Green, N. 22.

WOOD GREEN¹.—Education Offices, Town Hall.

WOOLWICH¹.—8-12a, New Road, S.E. 18. ♣

Y.M.C.A.—260, Tottenham Court Road, W. 1.

NURSES (ARMY)

The Military Nursing Service is divided into two branches :—

1. Queen Alexandra's Imperial Military Nursing Service.
2. The Territorial Force Nursing Service.

QUEEN ALEXANDRA'S IMPERIAL MILITARY NURSING SERVICE:

AGE AND QUALIFICATIONS.—A candidate for the post of Staff Nurse must be between 25 and 35 years of age, single or a widow, and possess a certificate of not less than 3 years' training in a civil hospital having not less than 100 beds.

She must be of British parentage, or a naturalised British subject.

She must satisfy the Nursing Board as to her fitness as regards education, character, and social status.

PAY AND ALLOWANCES :—

A *Staff Nurse* receives an initial salary of £40 a year, with allowances for board, lodging (if not provided), uniform, washing, etc., which bring her total emoluments up to £141 4s. 9d. Her initial salary rises by annual increments of £2 10s. to £45 a year.

A *Sister's* initial salary is £50 a year, or with allowances £151 4s. 9d., rising by annual increments of £5 to £65.

A *Matron's* initial salary is £75 a year (£176 4s. 9d. with allowances), rising by annual increments of £10 to £150.

A *Principal Matron's* initial salary is £175 a year (£295 11s. with allowances), rising by annual increments of £10 to £205.

The *Matron-in-Chief's* initial salary is £305 a year (£438 7s. with allowances), rising by annual increments of £15 to £350.

In addition to the above charge, pay is granted to a Matron or Sister as follows :—

In charge of 300 beds and over	£30 per annum.
„ of from 200–299 beds	£25 per annum.
„ of from 100–199 beds	£15 per annum.

An additional allowance of 3s. to 6s. a day is drawn on foreign or active service by all ranks, and one shilling a day for servants' allowance if servants are not provided.

PROMOTION.—Staff Nurses and Sisters are recommended for promotion by a Nursing Board on the advice of the Matron-in-Chief. Before being recommended for promotion Sisters are required to pass an Examination. This Examination may be taken on completion of 5 years' service.

LEAVE AND SICK LEAVE.—All ranks have 3 hours off every day, and half a day every week. In addition to this, sisters have 2½ days every month, and 5 weeks' holiday during the year. Pay, with board and washing allowance, is given during ordinary leave as well as during leave on account of sickness or injury.

RETIREMENT.—A member may retire voluntarily after 20 years' service, and is compulsorily retired at the age of 55.

RETIRED PAY.—Retired pay is calculated on the scale of pay at time of retirement.

WHERE TO APPLY.—Any nurse wishing to enter the Service should apply to the War Office, Whitehall, S.W., either by letter to the Secretary, Q.A.I.M.N.S., or personally to the Matron-in-Chief.

THE TERRITORIAL FORCE NURSING SERVICE

CONDITIONS OF APPOINTMENT.—A candidate for appointment as Matron must have held a responsible post in a civil hospital either as Matron, Assistant Matron, or Sister.

A candidate for enrolment as Sister or Nurse must have had 3 years' training in a recognised hospital or infirmary, and in the case of a candidate employed in a hospital the consent of her matron must be obtained.

AGE.—A Sister or Nurse must not be under 23 years at date of enrolment.

PAY AND ALLOWANCES.—In time of peace there is no pay, but on mobilisation all ranks receive the same pay and allowances as those received by members of the Q.A.I.M.N.S. (see page 56), with the exception of the Principal Matrons, who give part time to their work and receive a yearly gratuity.

GRATUITIES.—Gratuities vary according to rank and length of service. All members who volunteer for service abroad receive an increase of salary of £20.

RETIREMENT.—A Principal Matron or Matron is compulsorily retired at the age of 60, or earlier if she relinquishes her civil appointment.

WHERE TO APPLY.—Any Nurse wishing to enter the Service should apply to the Matron-in-Chief, T.F.N.S., War Office, 80, Pall Mall, S.W.

NURSES, RED CROSS

QUALIFICATIONS.—A certificate of 3 years' consecutive training in a Hospital having not less than 50 beds.

Matron's recommendation.

Health Certificate.

RATE OF PAY.—One guinea per week plus board, lodging, washing and travelling expenses.

ACCOMMODATION.—Hostels are provided at which nurses may lodge between engagements.

UNIFORM.—Day uniform must be provided. Outdoor uniform is provided free.

TERMS OF SERVICE.—Nurses are registered on the list for either Home or Foreign Service. For Foreign Service a good knowledge of French is required. All nurses must be equally willing to serve at home or abroad.

If not done within the last 7 years, nurses are required to be vaccinated and also inoculated against enteric.

WHERE TO APPLY.—Applications and enquiries should be addressed to the Matron-in-Chief, British Red Cross Society, 83, Pall Mall, S.W.

ORGANISERS, CARE COMMITTEE

SALARIES :—

Principal Organiser, £350 per annum, rising by annual increments of £25 to £500.

Principal Assistant Organiser, £200 per annum, rising by annual increments of £12 10s. to £250.

District Organiser.—£130 per annum, rising by annual increments of £10 to £200.

Assistant Organiser,* £100 per annum, rising by annual increments of £6 to £130.

AGE.—23 to 40 years.

QUALIFICATIONS.—University training and at least 1 year's training in social work. (The diploma of the Charity Organisation Society, Denison House, Vauxhall Bridge Road, S.W.; the London School of Economics, Clare Market, W.C.; or of any of the Provincial Universities is of great value.)

HOURS OF WORK.—8 a day, 3½ on Saturdays.

PENSION.—Superannuation deductions are made from the salaries and a pension is given on retirement.

RETIREMENT.—Retirement is compulsory at the age of 65.

Further information can be obtained from the Education Officer, Education Offices, Victoria Embankment, S.W.

* Assistant Organisers receive an additional war bonus of 5s. per week.

ORGANISERS AND SPEAKERS, N.S.P.C.C.

Women are engaged as Organisers and Speakers by the NATIONAL SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN.

TERMS OF APPOINTMENT.—Workers must live in or near London, and devote the whole of their time to the work.

SALARY.—£130 a year, rising by annual increments of £10 to £200.

ALLOWANCES.—Travelling expenses are paid.

WHERE TO APPLY.—The Director, National Society for the Prevention of Cruelty to Children, 40, Leicester Square, W.C., 2.

PATROLS

The movement for Women Patrols was started early in the war on a voluntary basis by the National Union of Women Workers (Parliament Mansions, Victoria Street, S.W.), with a view to controlling and restraining the girlhood of the country at a time when such influence was urgently needed. There are now 2,056 Patrols working in different parts of the country. Since July, 1916, a certain number have been employed for special duty in the Metropolis by the Commissioner of Police, when they are paid at the same rate as a Constable, namely, 7½d. per hour. 43 are working half-time and 9 whole-time; 2 have been appointed as Park Keepers, on the same terms as men, and have the power of arrest. They are paid 30s. a week and 2s. war bonus.

AGE OF CANDIDATES.—27 to 50 as a rule, but exceptions are made.

TRAINING.—6 weeks' to 2 months' free training.

HOURS OF WORK.—4 to 8 a day.

WHERE TO APPLY.—The Hon. Secretary, The Women's Patrol Committee, Parliament Mansions, Victoria Street, S.W.

PHARMACISTS

Owing to the calling up for Military Service of large numbers of men pharmacists, the demand for qualified women has greatly increased, and at present far exceeds the supply. This opening offers fair prospects to the woman who is prepared to undergo the full course of training and take up pharmacy as a career; there is, however, a short course of training for assistants, etc.

At the present time women are in permanent employment as pharmacists to many hospitals in London and the Provinces; they are acting as assistants, managers, or owners in the business of retail pharmacy; they are being employed by analysts, chemical works, and firms making a speciality of pharmaceutical products; and many are acting as dispensers to war and other hospitals.

TO BECOME A FULLY-QUALIFIED CHEMIST

QUALIFICATIONS OF CANDIDATES :—

1. *Age (for examination).*—At least 21 years.

2. *Education.*—It is necessary to have taken a sound Preliminary Examination in English, arithmetic, algebra, geometry, and two other subjects. A list of the Preliminary Examinations accepted by the Pharmaceutical Society can be obtained on application to the Secretary, 17, Bloomsbury Square, W.C.

3. *Evidence of three years' training.*

TRAINING.—Training can be obtained at certain hospitals, but is best obtained by apprenticeship at least partially spent in a shop. A list of pharmacists who take women apprentices can be had on application to the President of the Association of Women Pharmacists, Gordon Hall, Gordon Square, W.C. Teaching on allied subjects, such as Theory of Pharmacy, Botany, and Chemistry, may be obtained at various Colleges and Polytechnics, and this should be obtained concurrently with apprenticeship whenever possible.

COST OF TRAINING.—Training should be covered by about £100 to £120 (not including board and lodging). In the case of apprenticeship it is usual for a part of the fees to be repayable in the second and third years in the form of a small salary.

EXAMINATION.—The qualifying examination for chemists is held by the Pharmaceutical Society at 17, Bloomsbury Square, W.C. The fee for examination and registration is £10 10s.

"MAJOR" EXAMINATION.—For those who wish to take the highest diploma which can be obtained in pharmacy there is the "Major" Examination, which involves an extra six months' training and an additional cost of about £15.

A scholarship (the "Hewlitt"), covering the fees, is available for the student who takes the Minor course with most distinction at the Pharmaceutical Society's School.

SALARIES.—A woman who has fully qualified should be able to obtain £90 to £100 a year in her first post, rising to

£150 or more.¹ Some hospitals give meals or board and lodging in addition.

SHORT COURSE OF TRAINING FOR ASSISTANTS

The Apothecaries' Hall Assistants' Examination is for those who intend to dispense for doctors, or to act as assistant to a chemist, or in a hospital.

Age of candidates.—Not under 19 at date of examination.

Length of course.—Minimum of 6 months.

Fees.—About £25 (including examination).

Salary.—About 30s. a week may be expected.

Further information respecting this course can be obtained from the Secretary, The Society of Apothecaries, Blackfriars, E.C.

POLICE WOMEN

The Women Police Service was founded in 1914 for the purpose of training a body of women which might be used as police in the service of the country, especially as protective and preventive agents among women and children. A special opening has been created for their services by the demand for Policewomen in Munition Factories, where they are responsible for the keeping of the gates, the searching of the workers for "contraband," *i.e.*, matches, etc., the examination of passes, and the orderly conduct of the workers in the factory and at railway stations.

AGE.—21 to 45.

QUALIFICATIONS.—Good education and good general health.

¹ War conditions are now causing a considerable advance upon these quoted salaries.

TRAINING.—*For town duties*, 6 weeks. *For Munition Factories*, 3 weeks. Training comprises attendance at Police Courts, the giving and taking of evidence, instruction in various aspects of the law relating to women and children, First Aid and Stretcher Drill, and practical Patrol Work on the London streets.

COST OF TRAINING.—Nil.

HOURS OF WORK.—About 8 per diem.

RATES OF PAY :—

In Munition Factories, £2 per week (25s. per week during training). Uniform not provided.

In towns, from 30s. per week. Uniform given by authorities.

PROMOTION.—*Promotion by merit, not by seniority.*

Sergeant, £2 5s. per week.

Sub-Inspector, £2 10s. per week.

Inspector, £3 per week.

UNIFORM.—Cost, about £10.

WHERE TO APPLY.—The Recruiting Officer, The Women Police Service, St. Stephen's House, Westminster, S.W.

POSTWOMEN.

AGE AND QUALIFICATIONS.—Candidates should be between the ages of 20 and 35 ; and should be not less than 5ft. 2in. in height.

RATE OF PAY.—In London, Postwomen are paid 24s. per week, plus 5s. per week War Bonus. In the Provinces the pay is somewhat less.

TRAINING.—Training takes the form of practical experience of the work under the supervision of a qualified Officer. During the period of training lower wages are generally paid. The length of the period varies according to the capabilities of the workers and the character of the duties to be performed.

HOURS OF WORK.—Not more than 8 a day.

WHERE TO APPLY.—Candidates for this work are obtained through the Employment Exchanges (formerly called Labour Exchanges), a list of which (London District) will be found on page 54.

RELIEVING OFFICERS

Women are being increasingly employed by Boards of Guardians to act as Assistant Relieving Officers, Relief Visitors, and in some instances as Relieving Officers in charge of a District.

DUTIES.—The duties mainly fall under the following heads :—

Visiting :—

- (a) Cases in receipt of Outdoor Relief ;
- (b) Widows whose children are in Poor Law Schools ;
- (c) Maternity cases ;
- (d) All cases dealing with the welfare of children.

QUALIFICATIONS.—Women who wish to take up this work should possess sound health as the hours are long and a good deal of walking is involved ; they should be of good general education and preferably between the ages of 25 and 35.

TRAINING.—The London School of Economics (Clare Market, W.C.) provides courses of lectures dealing with Poor Law Administration. Training should also include practical experience of visiting among the poor, knowledge of hygiene, sanitation, and sociology.

SALARIES.—These range from £80 to £150 a year.

HOURS OF WORK.—The hours of work vary as visiting has frequently to be done in the evening.

APPOINTMENTS.—Vacancies are advertised in the *Poor Law Officers' Journal* and in the daily papers. Inquiries should be addressed to the Clerk to the particular Board of Guardians who are requiring the services of a woman officer.

SANITARY INSPECTORS

The Public Health Service offers good openings for women at the present time and in the immediate future.

The duties of Women Sanitary Inspectors, or Inspectors of Nuisances as they are called outside the Metropolitan area, may comprise any or all the following :—

1. The carrying out of the provisions of the Public Health and Factory and Workshop Acts with regard to the registration and inspection of :—

- (a) Laundries, workshops, and workplaces where women are employed.
- (b) Outworkers' premises.

2. The inspection of tenement houses and the enforcement of the bye-laws of the Sanitary Authority relating to the same.

3. House-to-house inspection in poor districts.

4. The inspection of public lavatories for women.

5. Duties in connection with :—

- (a) Notifiable infectious diseases such as Scarlet Fever, etc.

- (b) Non-notifiable infectious diseases such as Whooping Cough, etc.
- (c) The Public Health (Tuberculosis) Regulations Order, 1912.

TRAINING OF A SANITARY INSPECTOR

The paper qualifications of a Sanitary Inspector and an Inspector of Nuisances is one of the following :—

1. Certificate of the Royal Sanitary Institute for Inspector of Nuisances. This certificate qualifies for the office of Inspector of Nuisances in any Urban or Rural District outside London.
2. Certificate of the Sanitary Inspectors' Examination Board. This certificate qualifies for London appointments.

TRAINING INSTITUTIONS

The following are the Institutions recognised by the Royal Sanitary Institute for granting Certificate of Instruction :—

London, Battersea Polytechnic.—Battersea, S.W.
„ Bedford College for Women.—York Place, W.
„ King's College for Women.—Strand, W.C.
„ National Health Society, 53, Berners Street, W.
„ Royal Sanitary Institute.—90, Buckingham Palace Road, S.W. 1.

Belfast Municipal Technical Institute.
Birmingham Municipal Technical Schools.
Brighton Municipal Technical College.
Cardiff Technical Schools.
Derby Technical College.
Dublin, Alexandra College.
Edinburgh, Heriot-Watt College.
Huddersfield Technical College.
Leeds Central Technical School.
Liverpool, University of.
Manchester Municipal School of Technology.

Nottingham University College.
Salford Royal Technical Institute.
Sheffield Central Secondary Evening Technical School.
Smethwick Municipal Technical School.

Particulars of fees, length of course, etc., can be had on application to the Principal or Secretary of the Colleges or Societies.

AGE FOR EXAMINATION.—Not under 21.

EXAMINATION FEES.—Three guineas.

SALARIES.—£100 to £200 per annum.

Any further information can be obtained on application to the Secretary, The Royal Sanitary Institute, 90, Buckingham Palace Road, S.W. 1.

A list of the training institutions recognised by the Sanitary Inspectors' Examination Board can be obtained on application to the Hon. Secretary, 28, Fish Street Hill, E.C.

SCHOOL NURSES UNDER THE L.C.C.

DUTIES.—The duties chiefly consist in making systematic visits, under the direction of the Council's Medical Officer, to the allotted schools, examining children for all forms of uncleanness and disease, and advising the teachers with regard to the exclusion from school of doubtful cases.

AGE OF CANDIDATES.—Under 40.

QUALIFICATIONS.—Certificate of 3 years' training as a nurse; experience in dealing with skin diseases. Preference is given to those holding a recognised certificate of proficiency as a school nurse and health visitor, or sanitary inspector, or inspector of nuisances. Candidates must be unmarried or widowed.

SALARIES.—£80 a year, rising by annual increments of £2 10s. to £85 a year, and then by £5 annually to £105 a year.

TRAVELLING EXPENSES.—Travelling expenses incurred whilst on duty are paid by the Council.

UNIFORM.—Supplied free.

HOURS OF WORK.—About 8 a day.

WHERE TO APPLY.—The Medical Officer of Health, Public Health Department, London County Council, 2, Savoy Hill, W.C.

SUPERINTENDENTS OF INFANT WELFARE CENTRES

The demand for fully qualified experienced Superintendents at Infant Welfare Centres is far greater than the supply.

QUALIFICATIONS.—The usual qualifications asked for are the following :—

1. Three years' general hospital training, including experience with young women and children.
2. The certificate of the Central Midwives Board.
3. A Health Visitor's or Sanitary Inspector's Certificate.

LENGTH OF TRAINING.—From 3 months to 3 years, according to previous training and certificates held.

COST OF TRAINING.—From about £4 4s. to £300 according to length of course.

TRAINING INSTITUTIONS.—The following are among the Institutions offering suitable courses of training :—

Royal Sanitary Institute, 90, Buckingham Palace Road, S.W.

National Health Society, 53, Berners Street, W.
Royal College of St. Katharine, Brunswick Road, Poplar,
E.

King's College, Strand, W.C.

Battersea Polytechnic, Battersea, S.W.

SALARIES.—£100 to £150 a year, non-resident.

WHERE TO APPLY.—The Secretary, Association of Infant Welfare and Maternity Centres, 4, Tavistock Square, W.C.

TAXI DRIVERS

Women are licensed to drive taxi-cabs in several provincial towns, including Portsmouth, Southampton and Nottingham.

QUALIFICATIONS.—In order to obtain a taxi-driver's licence, it is necessary for candidates to possess the following qualifications :—

1. Be at least 21 years of age.
2. Be able to produce a copy of their birth certificate and testimonials of good conduct from two householders or ratepayers who have known them personally and "observed their conduct" during the three years preceding date of application.
3. Be at least 5ft. in height and free from any infirmity of mind or body.
4. Possess satisfactory knowledge of the locality in which it is intended to drive, including the position of railway stations, squares, hospitals, places of amusement, public buildings, etc. *London Drivers* must have a thorough knowledge of London within a 6 mile radius of Charing Cross.
5. Satisfy the authorities as regards driving ability.

TRAINING :—

The British Motor Cab Co., 1-3, Brixton Road, S.W., has a class for women drivers. The training is free, provided the pupil undertakes, when trained, to drive for the Company.

Length of Course.—Knowledge of London, 6 to 7 weeks.
Driving 2 to 3 weeks.

Uniform.—Part free.

EARNINGS.—Taxi-drivers in London (men) receive 25 per cent. of the fares registered on taxi-meter, plus tips and extras.

Women drivers in the provinces make, on an average, 30s. to 40s. a week.

TEACHING

REGISTRATION OF TEACHERS.

The TEACHERS' REGISTRATION COUNCIL was constituted by Order in Council on February 29, 1912. Up to the end of the year 1920, teachers may gain admission to the Register on the ground of approved experience, but after that time certain conditions will be imposed as to Age, Attainments, etc. Full details respecting Conditions of Registration can be obtained on application to the Secretary, Teachers' Registration Council, 2, Bloomsbury Square, W.C.

TEACHERS IN ELEMENTARY SCHOOLS

There is at the present time a great demand for elementary school teachers, and this demand is likely to be even greater in the near future, for the following reasons :—

- (a) Possibility of the school leaving age being raised.
- (b) Reduction in size of classes.
- (c) Shortage of men.

TRAINING.—The usual course of training for elementary school teachers occupies 2 years and is taken as a rule from the age of about 18 to 20. Students who desire to take higher qualifications may take a four years' course, usually from the age of about 18 to 22, including preparation for a University Degree.

The ordinary qualification for admission to a training college is a pass in one of certain examinations such as the London Matriculation, the Preliminary Certificate Examination of the Board of Education, the London Senior School Examination, or the Oxford or Cambridge Senior Local. (In the last three examinations certain special subjects are required.)

Students holding certain qualifications of a high standard may be admitted to a training college after a one-year course of study.

TRAINING COLLEGES.—A list of the training colleges for the training of elementary school teachers in England and Wales will be found in a pamphlet issued by the Board of Education entitled "List of Training Colleges (and Hostels) for the Training of Teachers for Elementary Schools." To be obtained from H.M. Stationery Office, Imperial House, Kingsway, W.C., 2 (and 28, Abingdon Street, Westminster, S.W., 1), price 4d.

COST OF TRAINING.—This varies greatly, as every school authority makes its own conditions. In all cases a large part of the cost of training is covered by the Board of Education in the form of grants. "Bursarships" and "Pupil Teacherships" are likewise available for boys and girls between 16 and 18 years of age who intend to become elementary school teachers. Full information can be obtained on application to the Local Education Authority.

SALARIES.—These vary greatly in different localities and are usually much lower in the country than in towns. The London scale of salaries for *Certificated Teachers* is as follows: £90–100 a year, rising by annual increments of £4 to £150 a year; *Headmistresses*, £150 a year, rising to £225, and £225 rising to £300.

PENSION.—A small Government pension is granted on certain conditions to Certificated Teachers over the age of 65.

Any further information can be obtained on application to the Local Education Authority.

The following pamphlets should be consulted :—

"How to become a Teacher in a Public Elementary School." Price 4d.

"Regulations for the Training of Teachers for Elementary Schools." Price 6d.

"Code of Regulations for Public Elementary Schools in England." Price 3d.

To be obtained from H.M. Stationery Office, Imperial House, Kingsway, W.C., 2 (and 28, Abingdon Street, Westminster, S.W., 1).

TEACHERS IN SECONDARY SCHOOLS

EFFECT OF THE WAR.—The war has created a growing demand for women teachers in Boys' and Mixed Schools to take the place of men called up for Military Service. During 1916, the Joint Agency for Women Teachers (Oakley House, Bloomsbury Street, W.C.) received no fewer than 500 such applications. Mathematics, Science, English and Modern Languages are among the subjects required of women filling these temporary posts.

QUALIFICATION.—A University Degree, or its equivalent.

LENGTH OF TRAINING.—The length of the post-graduate course of training is 1 year, on completion of which successful students are usually awarded the diploma of the institution they are attending.

COST OF TRAINING.—This varies in different Institutions. Particulars of the fees charged can be obtained on application to the Principals of the various Training Departments.

Grants are paid by the Board of Education in respect

of students following a course of secondary school training in certain recognised University departments of education and other institutions.

TRAINING INSTITUTIONS.—Secondary Training for women is provided by the following Universities, etc. :—

University of Oxford.

The Cambridge Training College for Women, Woolaston Road, Cambridge.

University of Bristol.

University of Durham (Armstrong College, Newcastle-on-Tyne).

University of Leeds.

University of Liverpool.

University of Manchester.

University of Sheffield.

University of Dublin.

National University of Ireland.

Queen's University, Belfast.

University College of North Wales, Bangor.

University College of South Wales, Cardiff.

University College of Wales, Aberystwyth.

University College, Reading.

Alexandra College, Dublin.

Trinity College, Dublin.

Cheltenham Ladies' College.

Cherwell Hall, Oxford.

St. George's Training College, Edinburgh.

Wantage Training College.

Bedford College for Women (University of London),
York Gate, Regent's Park, N.W.

Froebel Educational Institute, Colet Gardens, Talgarth Road, West Kensington.

Catholic Training College, 11, 12, and 13, Cavendish Square, W.

London Day Training College, Southampton Row, W.C.

The Maria Grey, Salisbury Road, Brondesbury, N.W.
North London Collegiate School for Girls, Sandall
Road, N.W.

St. Mary's College, Lancaster Gate, W.

Alice Ottley School, Worcester.

Clapham High School, Secondary Training Department,
South Side, Clapham Common, S.W.

Maynard School, Exeter.

Oxford High School.

St. Elphin's School, Darley Dale.

St. Mary's Hall, Mount Pleasant, Liverpool.

Winchester School for Girls.

TEACHING, DRILL AND GAMES

AGE.—Between 17 and 27.

QUALIFICATIONS.—At least 5ft. 2in. in height. Good education. Good health and physique.

LENGTH OF TRAINING.—2 to 3 years.

COST OF TRAINING.—£100 to £130 a year for board, residence and tuition.

SALARIES :—

As resident Gymnastic and Games Mistress in a school,
£50-£85 a year.

Non-resident salary, £100-£150 a year.

As Supervisor in Elementary School, £150-£200 a year.

TRAINING COLLEGES.—The following are the principal Physical Training Colleges for women. Application should be made to the Secretary.

1. Anstey College for Physical Training and Hygiene,
Chester Road, Erdington, Warwickshire.

2. Battersea Polytechnic Physical Training College for Women, Battersea, S.W.
 3. Bedford Physical Training College, 37, Lansdowne Road, Bedford.
 4. The Bergman Osterberg Physical Training College Dartford Heath, Kent.
 5. Liverpool Physical Training College, Bedford Street, Liverpool.
 6. Physical Training College for Women, South-Western Polytechnic, Manresa Road, Chelsea, S.W.
 7. Queen Alexandra's House Gymnasium and Physical Training School, Kensington Gore, S.W.
 8. Southport Physical Training College, York Road, Birkdale, Lancs.
-

TELEPHONISTS

There is always a steady demand for Telephonists.

AGE OF CANDIDATES.—Between 16 and 20.

QUALIFICATIONS :—

1. At least 5ft. in height.
2. Clear speech free from any pronounced local dialect.
3. Good sight and hearing.
4. British (or naturalised British) subject.

LENGTH OF TRAINING.—Six to 8 weeks, during which time a weekly wage of 12s. is given. The training is given for the first few weeks in schools specially fitted for the purpose and afterwards in an Exchange, usually the Exchange to which the learner will subsequently be attached.

FEE.—1s. for simple educational examination in reading, writing, spelling and arithmetic.

HOURS OF WORK.—48 per week.

RATES OF PAY.*—Learners, 12s. a week. When efficient, telephonists are paid wages of 13s. to 21s. according to age, rising by annual increments to 28s.

HOLIDAYS.—(On full pay.)—From 12 to 21 days a year, according to length of service.

MEDICAL ATTENDANCE.—Free medical attendance by Post Office Medical Officers.

PAY DURING SICK ABSENCE :—

Established Telephonists, full pay up to a maximum of 6 months in a year.

Unestablished Telephonists, two-thirds of ordinary pay up to a maximum of 3 months in a year.

PROMOTION.—As vacancies occur on the Supervising Classes Telephonists have opportunities of promotion to those classes with suitable increases of pay. The scale for the lowest Supervising Class at Exchanges in the London Postal Area is at present £80 a year, rising by annual increments of £5 to £100 a year. Promotion is by merit.

PENSION OR GRATUITY ON RETIREMENT.—Pension or gratuity on retirement is granted to Established Telephonists under the conditions which apply to the Civil Service generally.

RETIREMENT ON MARRIAGE is compulsory.

WHERE TO APPLY.—The Controller, London Telephone Service, 144a, Queen Victoria Street, E.C.

TRAM CONDUCTORS †

AGE.—21 and over.

* In addition a war bonus is paid.

† These particulars refer to London only.

QUALIFICATIONS.—Average intelligence and fair education; Good physique and good character.

TRAINING.—About 2 weeks in school and on car with conductor.

WAGES.—30s. to 39s. per week.

HOURS OF WORK.—54 to 60 per week.

UNIFORM.—Generally supplied free.

WHERE TO APPLY.—The following Tramway Companies employ women conductors :—

The South Metropolitan Electric Tramways and Lighting Co., Ltd., 114, Church Street, Croydon.

L.C.C. Tramways, 62, Finsbury Pavement, E.C.

The London United Tramways, Ltd., Electric House, Tothill Street, S.W.

The Metropolitan Electric Tramways, Ltd., Electric House, Tothill Street, S.W.

V.A. DETACHMENTS

Candidates for enrolment as members of a Voluntary Aid Detachment must be British subjects and at least 17 years of age.

PERSONNEL OF A V.A. Detachment.—The personnel of a V.A. Detachment is as follows :—

- I Commandant (man or woman and not necessarily a doctor).
- I Medical Officer.
- I Lady Superintendent (trained nurse).
- I Quartermaster (man or woman).

1 Pharmacist.

An unlimited number of women, of whom a certain number should be qualified as cooks.

HOW TO BECOME A V.A.D. MEMBER.—In every county a Director has been appointed to supervise the work of V.A. Detachments. Any woman who wishes to join a V.A. Detachment should write to her County Director for instructions ; if she does not know the name of her County Director she should write to the Secretary, Joint Women's V.A.D. Department, Devonshire House, Piccadilly, W. 1, who will forward her the information.

V.A.D. MEMBERS IN AUXILIARY HOSPITALS.—Since the war, about 1,400 Auxiliary Hospitals (converted country houses, public buildings, etc.) have been established in all parts of the country owing to the exertions of County Authorities. They are maintained by funds subscribed locally, and staffed principally by V.A.D. members (unpaid). It is impossible to give details of this work as every county makes its own arrangements. Full information can be obtained on application to the County Director.

JOINT WOMEN'S V.A.D. DEPARTMENT

The following are the Terms of Service for members appointed by the Joint Women's V.A.D. Department, Devonshire House, Piccadilly, W. 1 (Commandant-in-Chief : Mrs. Charles W. Furse).

NURSING MEMBERS IN MILITARY HOSPITALS

AGE LIMIT.—23 to 42 for Foreign Service ; 21 to 48 for Home Service.

LENGTH OF SERVICE.—On completion of probationary period of 1 month, contract for 6 months' service is signed.

SALARY.—At the rate of £20 per annum for the first period of 6 months. Members entering on a second or

subsequent term of 6 months' employment are paid at the rate of £22 10s. per annum.

Members signing an agreement to serve for as long as required are eligible for further increments of £2 10s. each half-year until they reach a maximum of £30 per annum.

ALLOWANCES.—£5 per annum for uniform. Quarters, food, washing and travelling expenses are paid.

GENERAL SERVICE MEMBERS IN MILITARY HOSPITALS AT HOME

AGE LIMIT.—18 to 50.

HOURS OF WORK.—About 48 per week.

APPOINTMENTS.—The following is a list of the various capacities in which General Service Members may volunteer* :—

General Service Superintendents.

Head Dispenser, Pharmaceutical, Major and Minor.

Dispensers, Apothecaries' Hall Certificate.

Head Clerks.

Clerks.

Head Cooks, Trained, non-resident.

Assistant Cooks, trained, non-resident.

Head cooks, trained, resident, including food.

Assistant cooks, trained, resident, including food.

Telephone Operators.

Storekeepers.

X-Ray Attendants.

Laboratory Attendant, trained.

Laboratory attendant, untrained.

AUXILIARY HOSPITALS AT HOME

LENGTH OF SERVICE.—A contract is signed before the member goes to the hospital, stating that she will remain

* The salaries of General Service Members cannot be given, as these are under consideration at the time of going to press.

for 3 months after a fortnight's probation, if considered suitable, unless she can give some reason against so doing which is accepted by the Joint V.A.D. Selection Board.

TERMS.—Board, lodging, washing and travelling expenses are paid.

JOINT COMMITTEE UNITS ABROAD

AGE LIMIT.—19 to 50.

SALARY.—Nil, except in the case of certain trained experts, when special arrangements are made. Board, lodging, washing and travelling expenses are paid. No allowance is made towards uniform.

DUTY.—V.A.D. Members working with a Joint Committee Unit abroad are required to know something of cooking, laundry, dressings, house, pantry or secretarial work, to be handy with tools, and to be prepared to turn their hands to any work which is required of them.

MOTOR DRIVERS WORKING UNDER JOINT COMMITTEE ABROAD

QUALIFICATIONS.—At least 6 months' thorough experience in driving; good knowledge of running repairs; First Aid Certificate. (Second Class R.A.C. Certificate desirable, but not compulsory.)

ALLOWANCE.—Supplementary Mess Allowance of 10s. a week.

UNIFORM.—Regulation V.A.D. Motor Drivers' uniform must be worn. No allowance is made towards it.

APPOINTMENT.—Before being appointed to a post, candidates are required to attend the School run in connection with Devonshire House for a report on their driving capabilities and general suitability. For this purpose it is necessary to stay in London for 10 to 14 days.

WELFARE SUPERVISORS IN MUNITION FACTORIES*

AGE OF CANDIDATES.—Not under 25.

QUALIFICATIONS.—See page 131.

DUTIES.—See page 132.

TRAINING.—See page 131.

WHERE TO APPLY.—The Secretary, Welfare Section,
Ministry of Munitions, 6, Whitehall Gardens, S.W.

WOMEN'S ARMY AUXILIARY CORPS †

Women volunteers are being enrolled for service with the Armies in France in the following capacities :—

- (a) Clerical, typist, shorthand-typist.
- (b) Cooks, waitresses, and domestic staff.
- (c) Motor transport service.
- (d) Storehouse women, checkers, and unskilled labour.
- (e) Telephone and postal services, and
- (f) Certain other miscellaneous services.

PERIOD OF ENGAGEMENT.—For 12 months or for the duration of the war, whichever is the greater period, subject to termination earlier at the discretion of the Army Council upon one week's notice, except for misconduct, when service may be terminated forthwith.

A bonus of £5 will be paid to each woman, irrespective of grade, at the end of the first 12 months' completed approved service, and proportionately for any further period.

* This subject is fully dealt with elsewhere.

† These conditions are subject to alteration from time to time by the War Office.

GENERAL CONDITIONS.—No woman under 20 or over 40 years of age is eligible for employment. A short form of agreement must be signed. A medical examination by a woman doctor will be necessary.

The period of preparation in England includes elementary instruction in hygiene and discipline.

Leave.—Fourteen days a year.

Uniform.—Allowances are made to cover cost of uniform.

Maintenance.—In all cases other than (b) cooks, waitresses, and domestic staff; (d) storehouse women and unskilled labour; and (f) miscellaneous services—a deduction not exceeding 14s. per week will be made to cover cost of board and lodging, and washing on a regulated scale. In the case of (d) storehouse women and unskilled labour, and (f) miscellaneous services, when the pay is less than 21s. per week, the deduction will not in any case exceed 13s. a week.

Accommodation.—Hostels under the care and supervision of lady superintendents are provided in France.

RATES OF PAY :—

(a) Ordinary clerical work and typists, 23s. to 27s. per week, according to efficiency.

Clerks employed on higher clerical and supervisory duties, 28s. to 32s. per week, according to efficiency.

Shorthand typists, 28s. to 32s. per week, according to efficiency.

The above rates of pay cover 42 working hours per week; overtime is paid at the rate of 7d. per hour for ordinary clerks and 9d. per hour for clerks employed on higher work and shorthand-typists.

(b) Head cooks and waitresses, £40 per annum.

Cooks, waitresses and housemaids, £26 per annum, with free board and lodging, together with 6d. per week for personal washing.

PART II

WOMEN'S WORK IN WAR TIME

THE UNIVERSITY WOMAN: WAR WORK AND FUTURE PROSPECTS

*By H. J. Crawford, Esq., B.A., Secretary to the
Appointments Board of the University of London.*

SINCE the outbreak of war girls and women have been entering new spheres of work in great numbers, and though much of the work will be temporary, some of it will, under new forms and conditions, become part of the permanent fabric of the nation's work. The responsibility for the guidance into right and fruitful permanent channels of all this mass of new zeal and enterprise on the part of women will rest to a great extent upon the *educated woman*, and never has the call for educated women and for their services been so clear and so urgent as it is to-day.

It is upon the woman educated and trained at our Colleges and Universities that this call for a new type of woman worker, corresponding to what Carlyle in his far-off day called the "captain of industry," falls and will fall with the greatest force. In the work of reconstruction, the Universities are destined, one hopes, to play a great rôle, and the woman with the advantage of a University training will have far-reaching opportunities of service. In

a very real sense, it is the woman of education of to-day and to-morrow who carries, and who will carry, in her hands the fortunes of her less favoured sisters. The importance of larger numbers of women proceeding to University courses cannot, therefore, be exaggerated. Parents and teachers should weigh this need well.

The woman Graduate, whether she hails from Girton or Newnham, from the Universities of London or Glasgow or elsewhere, is already doing war work of the most varied and useful kind. A fascinating volume might be written about the war services rendered by even a few women Graduates selected more or less at haphazard. In the great Government Departments, in obscure Munition Factories, in the Operating Rooms and Wards of Hospitals at home and abroad, in Field Ambulance work, in Agriculture, in Engineering Workshops, in Chemical Laboratories, in every form of Social Work (voluntary and paid), in City Offices, in Railways—the woman with University training will be found. Some of the work she is doing will end with the war, but the experience gained in it will be invaluable, and will widen the area of Graduate employment for women in future. It would be premature as yet to count all the gains and losses, but one can say confidently that this war work, taken as a whole, has been as successful as it has been generous and courageous. It gives good promise for the future.

If it be alleged that the woman Graduate did not always "make good" in pre-war days, this is only to reflect upon our national failure in the past to use our educational product (such as it was)

to the fullest advantage. There has undoubtedly been a want of interaction between the Universities and the outside world. Even for the man Graduate the lines of communication into the industrial and business world were few. The surprising thing is how often the woman of higher education *did* "make good," in the face of prejudices and obstructions in her path.

And what of the future? It would be impossible in a short article even to mention all the professions and employments in which women Graduates are now engaging, or to which they will turn their thoughts. It may be useful to say a word about one or two of the main lines of advance. Particulars as to many openings for University women are given in another part of this volume.

The profession of teaching has always offered a career to a great number of University women. This profession will be even more closely identified with the Universities in the future, and it will continue to draw upon an ever-increasing number of women. Since the war, women have been doing yeoman service in boys' schools, and although many men teachers will return to their old posts others will not do so, and their places will tend to be filled by women. Projected reforms, such as the raising of the school-leaving age and the reduction of class-numbers, will also necessitate a greatly augmented supply of women teachers. It is especially necessary that this supply should be enriched by University influence and training. The Minister of Education recently pointed out the desirability of a larger infusion of University women in the ranks of Elementary teachers. It has

been a weakness in English education that the Universities and the Elementary Schools (more than half the staff of which are women), have had so few points of contact. In the Secondary Schools and in higher education generally most members of the women staffs have had a University education, but here again there is a need of a stimulated supply. The need of more and better women Science teachers is especially great. The supply of women of high scientific attainments is small and uncertain, and it is apt to be tapped by forms of employment other than teaching. The nation needs in fact absolutely more women with scientific training for all manner of work, and as a first step it needs more and better-equipped teachers of Science in Girls' Secondary Schools to train that coming army.

Teaching, with its comparative security of tenure, its hours of work not unduly long, and its good holidays, remains one of the best openings for women, but in the near future it must be made even more attractive with better scales of salary, more liberty and an ampler atmosphere for the teacher, and a higher place in public esteem.

Medicine and Surgery offer ever-growing opportunities to women. In these professions the training is more stringent and costly, but the rewards are worthy and definite. To mention only one of many branches of public medical work, the medical inspection and treatment of school children has grown enormously within recent years. This public and semi-public medical work is certain to expand still more, and a steady supply of women doctors will be required for work at home and abroad. In the allied profession of Dentistry there

is a field for the woman of higher education. The University of London is now extending its facilities for the medical education of women.

As regards the Ministry and the Law, there has been a decided movement in recent times in favour of opening in some way these professions to women. During the next decade one may see a number of women practising as Lawyers, as well as Architects and Accountants. There are many forms of Social Organising work for which a College education is a valuable, if not indeed an essential, foundation—including such posts as those of Inspectors of Factories, Welfare Supervisors, Wardenships and Institutional posts, Health Insurance Inspectorships, Care Committee Secretaryships, and higher work in Employment Exchanges. Many Universities are giving special attention to training for such forms of political, social and civic work, as, for instance, Liverpool and Glasgow as well as, in London, the School of Economics and Bedford College for Women. In this class of work natural aptitude and practical training of the right type are not less important than a broad general education and a knowledge of affairs.

For the better order of secretarial work, whether as Secretary to some Public Society, or Private Secretary to the Head of a Business Firm or a Member of Parliament, a basis of higher education is indispensable. Specialised training is also necessary, and care should be taken that it is obtained at some institution of recognised standing in touch with University work. Much injury has been done to women's clerical work by the entry into it of hosts of girls and young women with little or no

educational attainments, and a hastily procured and superficial "office training." City employers must recognise more widely that the better educated and trained woman forms as yet a small and select class deserving of encouragement and progressive salaries. How far the educated woman can "go" in business the future will disclose, but the value for business of a training in Economics, Modern Languages, and Mathematics will not be disputed. One might add that too many employers still regard any woman as well-paid who receives anything between £2 and £3 per week.

As regards the Civil Service, the whole question of the higher employment of women there requires careful reviewing and reorganising. At least nine-tenths of women's work in Government Offices has been hastily improvised to meet emergencies, and such "higher" posts as have been offered to women (often at inadequate salaries) are temporary. There has been little differentiation between the merely clerical post often of a routine order, and the post demanding administrative and linguistic ability, or scientific and technical knowledge. There might well be a class of Women Civil Servants corresponding to Class I. (Men), and for this Class the Universities would be the natural training ground. It would not be an unfair criticism to say that in Government Offices the predominant conception of women's work is modelled too exclusively on Women and Girl Clerkships in the Post Office, which posts, by the way, have hardly attracted the best product of our Girls' Secondary Schools. Hence the educated woman has not as yet had a fair chance, and there is no doubt that under a reorganised scheme there

should be a fine field for the University woman in the Civil Service both at home and abroad. One could mention many Government Offices which are intimately concerned with the interests and work of women, where the permanent services of educated and trained women would seem to be indispensable.

Incidentally, I have found that some women of education who take up Government and business work, need to be reminded that responsible work rarely comes unless it is actively and persistently sought. There is sometimes a disposition even among women of ability and high attainments, when thrown into new surroundings, to shrink from the worry and nervous strain that responsibility brings with it, and to fall back with a sigh of relief upon routine work which is really beneath their powers. Time and experience will doubtless give such women greater boldness in this respect.

In the industrial field—in engineering firms, in chemical works, in technical laboratories, in instrument making, in optical work—there is scope for the woman with a good Science Degree. The demand for Women Chemists has far exceeded the supply. This demand will persist under new forms, and one hopes that women will participate in the new opportunities for Research, under Government auspices, leading to industrial positions. A high Honours standard is necessary for Research work, and before the Universities can provide an adequate supply of women Scientists, the Science instruction in Secondary Schools must be improved and made more thorough-going.

In such other lines of work as Journalism, Horticulture, and Agriculture, the pathway for the woman

Graduate is not yet clearly defined, but in Agriculture and the cultivation of the soil we are only at the beginning of a great national movement in which the woman Scientist will have manifold ways, as yet only partially disclosed, of utilising her gifts.

The above examples may suffice to indicate a few of the prospects and possibilities. Much has still to be done to make the opportunities of service more definite, and to bring them within easy and immediate reach of students as they leave college. In this work of informing and advising students as to posts and openings, and assisting them to obtain them, the Appointments Board of the University of London hopes to render assistance.

In conclusion, one would wish to emphasise present and future needs and I venture to note the following :

- (1) The need of a general increase in the numbers of girls proceeding to Universities and higher institutions.
- (2) The need of more women Teachers, especially through the Universities, and in particular of women teachers with good Science qualifications.
- (3) The need of women to be trained for the Medical and allied professions, and for Chemical and other scientific industrial work.
- (4) The desirability of employers taking more careful stock of the product of our Universities, and having recourse to women with Degrees in Arts, Economics and Science, for suitable higher appointments at their disposal.
- (5) More consideration to be given by parents and teachers to the question of the life-careers of girls, and preparation therefor.

H. J. CRAWFORD.

THE CIVIL SERVICE AND WOMEN ¹

By Dorothy M. Zimmern, M.A.

POPULAR imagination has been struck more by the growth of women's employment than by any other single feature in our war industrial history. We have all seen women acting as lift-attendants, ticket collectors, bus-conductors, we have at least heard of "women munition workers" and "women clerks" in Government offices. But to what does it really amount? Have the five million men in the armies actually been replaced by women? It would be a lamentable reflection on the idleness of women before the war if millions of them had really been ready waiting to step into the men's shoes and devote themselves to entirely new occupations. But of course they were not ready waiting; most women, in spite of being called by the Census Office "Unoccupied," had far too much to do to take up fresh work without neglecting their former duties; and although they may have to do even this in order to win the war, the necessity for it will have to be made very plain to them. Precise figures as to the number of women who have entered upon wage-earning for the first time owing to the war are unobtainable, but the Board of Trade estimated that there has been an increase of about 800,000 in the number of women working outside their

¹ Reprinted, after revision, by kind permission from the *Political Quarterly*.

own homes, and the number is always growing. There are said to be 450,000 in munition works alone. There is, of course, no doubt that very many women are employed in what are to them new occupations, although there are very few jobs at which no woman has ever worked; but most of the women have changed over from other trades, including domestic service, in which work has fallen off owing to the war. This general statement applies, however, rather less to professional and clerical than to industrial work. The Civil Service at the outset certainly drew into its ranks very largely workers from other occupations, but acting on the recommendations of the Committee on Clerical and Commercial Occupations, it has latterly made a decided effort to attract girls who were genuinely unoccupied previously; and in comparing the work of men and women, it must be remembered that temporary Civil Service employees probably include within their ranks a larger proportion than other occupations of girls who had never before attempted wage-earning, and were not accustomed to the discipline and regular habits demanded by it.

If we leave on one side the whole of the nursing service, for the higher duties of which long and specialised training is a necessity, opportunities for women of education and experience to devote their best efforts directly to their country have been few and far between. A few university women with scientific qualifications have obtained posts in connexion with munition factories and laboratories, the War Office has made use of some "language experts," the Local Government Board has a woman

translator, the Civil Service Commission has one woman doing the work of a Class I clerk, while the necessity of releasing every possible man for active service has made other Departments also contemplate the use of educated women for work requiring more intelligence than can be expected, although it is often obtained, for 25s. a week. The Factory Department of the Home Office has released a considerable number of men inspectors, and to meet the large increase in its work, particularly on the women's side, has added ten temporary women inspectors to its staff. In some cases women already employed in one capacity have been transferred to work formerly in the hands of men. For instance, one of the women inspectors in the Board of Education is now engaged on examiner's duties inside the office, and similar changes have been made in the National Health Insurance Office ; in the accounting section of the same office women clerks have been promoted to the work of the intermediate clerks, who are the highest class in that branch. Women have also been appointed to do the work of intermediate clerks in the accounts section of the Admiralty, in the Customs and Excise, and in other departments ; in these cases outsiders are being taken in at a salary of £2 a week, rising to £2 10s., and University women are being obtained for the work.

Interesting new departures have been made by the creation of practically new posts which have been filled by women. The Customs and Excise Department have been entrusted with the duty of investigating the claims to separation allowances made by sailors' and soldiers' dependants. In the case of mothers and sisters it is the duty of the

investigator to ascertain what degree of dependence existed before the war, or in other words how much money the son or brother paid into the family exchequer over and above what was needed for his own maintenance, obviously by no means an easy matter to ascertain, and one needing a close acquaintance with household budgets. Another class of dependants is the unmarried wife, or, in the official language of the War Office, the paramour. Here the test question deciding the claim for separation allowance is the existence of a *bona fide* home previous to enlistment. It is quite clear that such investigation into intimate family circumstances can only be suitably performed by a woman, and in the case of the unmarried wives cannot be suitably performed by any one else. Yet at first the men pension officers were employed to do it. A more unsuitable arrangement could hardly be imagined; it was only after many months and as a result of extreme pressure of work, that special temporary women investigators have been appointed in London only, as an experiment which will probably be extended over the country. The pay is £2 a week for the first eight weeks, and £2 10s. thereafter "for approved service." Thirty-five appointments have so far been made in London, and women who have practical experience in home visiting, such as is gained by relief work and the like, have as a rule been selected.

Another new career, though not, strictly speaking, in the Civil Service, has been opened up by the appointment of welfare supervisors in Government munition factories. Welfare workers in factories were already well-known institutions among en-

lightened employers before the war. A conference held in York in 1913 was attended by representatives from thirty factories,¹ and their value has led to an increase in their number since then. But it needed eighteen months of war conditions to make their usefulness recognised by the State. Large numbers of munition workers, including many girls, have been brought into neighbourhoods sometimes already overcrowded, sometimes with only very sparse accommodation, to fill the huge factories by day and by night. Many quasi-domestic problems, such as housing and feeding, have arisen and call for urgent solution, since their neglect leads to the breakdown of many individual workers, as well as to a reduction in the output of munitions. Thus widespread and bitter experience has led the Ministry of Munitions to realise that human factors of production need as much care and attention as machines, and that it is worth while, from every point of view, to give sympathetic thought to individual needs and idiosyncrasies. The committee of experts appointed by the Minister of Munitions to consider and advise on questions affecting the personal health and physical efficiency of munition workers, which included two women members, unanimously recommended that "a suitable system of welfare supervision (to be administered by an officer specially appointed for the purpose) is essential in munition works where women and girls are employed, and, they must add, urgently necessary." The committee also declared that the welfare officer should be a competent woman, and one of good standing

¹ See Memorandum No. 2 of Health of Munition Workers Committee on Welfare Supervision. Cd. 8151. P. 4.

and education. Official phraseology could not be more emphatic or forcible, and it is satisfactory to state that steps were at once taken to make the recommended appointments.

The latest development of women's work in the Civil Service is the establishment of a women's side to the Department of the Director-General of National Service. This branch of the Department has a woman Director and a woman Assistant Director, and is largely staffed by women Civil servants. It has made a very successful beginning and will no doubt prove women's capacity for administration.

This brief account of the posts to which educated women have been called shows clearly that very little attempt has yet been made to allow women of education and experience to devote their capacity for administrative work in the higher sense to the direct service of their country. Supervising posts over the clerical staff have indeed been allotted to them, but this is no innovation, nor does it give them any control or responsibility as regards policy. There are, of course, isolated exceptions, but it is undoubtedly true that hardly any use has so far been made of this valuable recruiting ground for temporary higher officials. If it were turned to proper account it would not only enable more men to be released for other work, but would reduce the heavy strain of overwork on existing officials, a benefit alike to themselves and to their work.

Following the line of least resistance and the traditions of the Service, the overwhelming proportion of women who have been admitted into the Civil

Service to replace men or to supply the staff of the extended and new departments have been allotted to clerical work. No exact figures about them can be given, since the number is constantly growing, but there are probably more than 75,000 of them. One can realize the situation most clearly by dividing the Government offices into two classes, those whose work has not been affected by the war to any considerable extent as regards quantity, and those which have increased out of all recognition. In the first of these classes an attempt was made in the early days to fill the gaps by reorganisation and reduction of work and by the overtime of the existing staff. The insistent demands of the army have resulted, however, in an increasing number of women being taken on definitely to fill men's places. In those departments where the war caused an enormous expansion of work, there has, of course, been hardly any actual displacement of men by women, since the existing staff could not be spared, but extra women have been engaged upon work such as in normal times would have been done by second division and assistant clerks. Large additional staffs have been needed, for instance, in the War Office, the Admiralty, the War Trade Department, the Ministry of Munitions, and as it was clear from the beginning that it would be necessary to use women instead of men, it is here that by far the greatest number are employed. At the time of the first rush these clerical workers were obtained by any and every means. Ministers and officials placed persons who applied to them privately; those already in the Service brought along their friends and relations; recourse was had to employment

bureaux, but in a spasmodic way ; candidates who had failed to obtain appointments and even to pass the Civil Service examinations were traced and secured ; practically any one who presented herself obtained a post. These methods were the usual ones for obtaining temporary workers before the war ; but the large number involved soon made the evils attaching to patronage apparent. Where work is of a simple and routine nature, it is indeed easy but very wasteful to employ both workers who are too good and those who are not good enough, and many instances of both occurred.

The absence of any co-ordinating agency and the difficulty of transfer from one department or section to another, without running the risk of losing one's job altogether, resulted in many round pegs revolving fruitlessly in square holes, while at the same time square pegs were working themselves sore in the round ones. University women and office girls rubbed shoulders over work for which they both were equally unsuited.

The Civil Service Commission supplied at first only permanent and then temporary men to those departments who asked for them, and it was not till May 9, 1915, that they began sending women clerks. There appears to be a never-failing supply of candidates, though latterly of a not very suitable quality ; they are first sifted by the Women's Labour Exchange and then interviewed and placed on a list by a small committee representing the Civil Service Commission, to be distributed among the departments as required. The Register of Professional Women kept at the Employment Exchanges is also supplying women with professional

qualifications to those departments who ask for them.

Until recently, all the new workers were placed in a temporary class containing both ordinary clerical workers and typists, and practically all the women except the supervisors were paid at the highest scale for ordinary clerical work, namely 25s. a week. Thus, on the one hand trained secretaries were kept at work allowing no scope for their capacities, and on the other, novices did their work badly, as there was no one to teach them; but all alike received the same pay. Sometimes tasks requiring considerable education and judgment were performed for 25s. a week. Sometimes £3 a week was paid for routine work of a simple nature. Recently, however, increased pay has been granted to female shorthand writers and typists in London; and a war bonus was granted from July 1st, 1916, to all other Civil Servants earning not more than 60s. per week, amounting to 2s. per week for all women earning 40s. and less, and 1s. 6d. for women earning 40s. to 60s. This sum is in each case half that of men earning the same wage.*

The work expected of the women is very varied, ranging from monotonous sorting to skilled report writing, according to the nature of the office and the capacity of the individuals. Very little thought is given to putting the right person in the right place,

* On May 9th an additional war bonus was granted to adult permanent Civil Servants to date from January 1st, 1917.

The amounts are:—

		Men.	Women.
Earning	30/- or less	9/-	6/-
"	30/- to 40/-	8/-	5/-
"	40/- to 60/-	7/-	4/6
"	60/- to £250 a year ..	5/-	3/6

and as subsequent transfer is not easy, waste is inevitable, and it is very much to the credit of all concerned that so little friction occurs.

The accommodation, owing to the necessities of the situation, is of all kinds, but whatever the discomforts in some instances may be, no complaints are made. One important fact, however, must be noted: amid the general bonfire of preconceived notions, the necessity for the complete segregation of the male and female staff has blazed with the rest. This immutable principle, like all others which are not based on the solid foundation of experience, has died a natural death, and is already on its way to oblivion. A Government which devotes so large a part of its energies to preaching the dilution of labour in other spheres, cannot expose itself to the reproach of keeping it undiluted in its own. Although before the war the sight of men and women working in the same room and even at the same table, and being supervised, now by a man, now by a woman, according to suitability, would have shocked the sensibilities and brought a blush to the cheek of most of our worthy administrators, yet this state of things is now accepted as perfectly natural, not only in the many new offices which have been built or taken over to house the additional staff, but within the grey precincts of Whitehall itself.

A similar fate has befallen another notion, which, however, was not quite so deeply ingrained, namely the necessity for the supervision of females by females. This idea was naturally fostered by the female staffs themselves, who saw in it their one hope of promotion. However, owing to the emergencies of

the time, the supervision of the clerical work has now usually been entrusted to those individuals who seemed at the moment most suitable for it ; some use was made of the existing women clerks in initiating the newcomers ; thus the Post Office supplied six and the Board of Education one to the War Office at the beginning of the war, while fourteen women from the Labour Exchanges were sent to the Ministry of Munitions. But in by far the larger number of cases, the supervisors were as new to their work, as their charges ; unused to official methods themselves, it was almost impossible for them, at any rate at first, to guide their flock along the straight and narrow way of technical efficiency, and many shortcomings in the flock may be traced to this origin.

Present circumstances are very largely due to past events and we see in them the results whose causes were at work in earlier days. Consequently though the war has opened a new chapter in the story of Women Civil Servants, many of the remarks that must be made apply to the story as a whole and by no means only to this fresh development in it. Thus there was no co-ordinating agency before the war which could appreciate the value of women's work and could secure its entry where it was most needed, and there has been none since. There was no authoritative body which could study the facts, think out a wise wage-policy and enforce it on all departments, before the war, and there has been none since.

It was obvious even before the war that by restricting the field of choice for most posts to the male sex alone, the State was depriving itself of the

advantages which are gained by a large area of selection. The work of the different departments is not so unlike that if women clerks were found useful in one, they would be of no value in another. Typists' work is similar wherever it is performed, and although their chief difficulty appears to be the illegibility of the handwritings they have to transcribe, no department has put forward, as an excuse for their non-employment, the plea that its handwritings were really worse than all the others. Again the clerks, as we have seen, are engaged very largely in work connected with accounts, and whatever else it may have or not have, no office can be without its accounts section.

But subsequent events have shown that the battle for women clerks and typists was already won on that field where victory really counts, namely in men's minds, and that given one more effort, they would enter into the citadel from which one cannot imagine them ever again being ejected. Even the amalgamation of the two types of workers into one class of several grades for which the typists pleaded so eloquently, but which the Commission, for not very cogent reasons, refused to concede, has now become a fact enshrined in Treasury regulations, which though themselves temporary cannot fail to furnish a precedent for future action.

With regard to the employment of women in posts of greater responsibility, the position is not so simple. The fact that judgment and experience are needed here in greater measure than elsewhere made the need for the women's point of view even more urgent than in the lower grades. The children in the schools, the women and girls in the factories,

the helpless inmates of the workhouses were all suffering from the lack of it. The small group of women inspectors already at work, though constantly receiving tributes to their value, were far too few to accomplish all that needed doing, while there was no woman on the administrative side of the staff to share their particular outlook and press forward their special recommendations. The course of the war, while emphasising still further the need, is but slowly leading official opinion to the remedy. Though the proportion of boys and girls in the schools remains the same, the proportion of men and women teachers has changed considerably in favour of women; in the factories more women are now employed and are working under conditions which more than ever need a woman's care, if neither the worker nor the output is to suffer unduly; in our Poor Law institutions, wise economy, such as only a woman can devise, ought to be practised in a measure beyond the mere checking of waste which should normally occur.

On the other hand officers are needed in the army quite as much as men, and all occupations alike ought to furnish their quota and take their share in making shift with substitutes. The fact that in this work substitutes take a long time to train does not seem an adequate reason, although it is the official excuse for delay in starting on their education. Nor is it wise to wait until the pressure on the staff is so great that the idea of having to instruct new workers and possibly to accommodate themselves to new ways is almost more than the over-driven survivors can bear.

The authorities controlling the Civil Service

might reasonably be expected to forecast the course of the war more accurately than ordinary folk, and, consequently, to be the first to make the necessary rearrangements and reorganisations. Some warning should surely have been afforded to heads of departments at an early date that they must from the beginning prepare themselves to dispense with as many young men as possible from every grade and make arrangements for persons not liable for military service to take their place. Yet it was not until we had been at war for a year that it occurred to them that more might be done than to release those men whose work could be distributed among the existing staff. Even the Civil Service Commission supplied men as supernumeraries, first for permanent appointments and then as temporary workers, and it was not till May, 1915, that they began sending out women. Again, on the occasion of the Derby recruiting scheme, when would-be volunteers were anxiously awaiting official instructions, it was not until the last week that these were vouchsafed, and although, as tersely expressed in a late recruiting poster, "Delay means congestion and inconvenience for you and for the Military Authorities," the unseemly rush, with all its inconveniences and confusions, was increased by the action of the Government Offices themselves. All this hesitation has been a source of real and bitter disappointment to many women anxious to serve their country, and has driven them in their need for action to undertake work which was not always really necessary or for which they had no special capacity. The number of women anxious to do their bit in a Government department seems

inexhaustible, but a very large number who apply are, for one reason or another, not suitable for the work. And what is the work that is offered them? All alike have to lay themselves upon the Procrustes' bed of clerical work at the Treasury scale; special qualifications have to be lopped off, insufficient preparation has to be stretched, to fit the strictly limited space allotted to them. How much misery has arisen from feeling oneself to be in the wrong place, how much effort was wasted since it was not used where it might have been valuable, how much work was left undone which urgently needed doing; all this is a tale which will never be told.

The pay offered has been another difficulty. The scale fixed for temporary workers was bound to bear some relationship to that of the permanent staff, and to be in consequence unduly low. Departments unable to alter salaries in harmony with the cost of living have been obliged to see their workers leave after a few weeks in order to take up more remunerative posts elsewhere, and have thus been made to suffer now for their past actions.

University men teachers, hard hit by the war, but with no other special qualifications, have been given responsible work as temporary Higher Division Clerks, and in spite of the absence of previous experience have acquitted themselves satisfactorily even in such highly technical departments as the Ministry of Munitions; why should not at least qualified University women be given an equal chance?

All these considerations make it clear that this question of the employment of women in the Civil Service is one of vital importance to the whole country, and also that it bristles with difficulties.

If it is to be solved, changes and experiments in organisation, in habits, in prejudices, will have to be made, and silent, if not open opposition, will have to be met. Hasty and ill-considered action will only lead to failure and disappointment now, and reluctance to make any other changes in the same direction in the future. In order that the extension of women's work may meet with success and result in a real and lasting benefit to the country, it needs much thought and preparation. For this purpose it would seem advisable, and indeed necessary, to add one more to the already abundant Committees of Inquiry. Such a committee, which should of course include women, and consult with heads of departments as well as with outsiders, well acquainted with women's work, should consider and decide to what positions and under what conditions women should be appointed, having regard both to the temporary and the permanent needs of the country.¹ The problem is more urgently and more imperatively calling for a solution than ever before. Now, when there is a real shortage of men; now, when every available resource must be brought into play; now, when the State is undertaking housekeeping on an unprecedented scale: now is the time to allow women to take their share in administering the country, nay, more, to call them in to deal with matters which are peculiarly their sphere. Failure to do this will be a lasting and irretrievable neglect of opportunity, which will add permanently to the country's difficulties. On the other hand, if the

¹ An inquiry on these lines, to be instituted by the Treasury, was the most immediate recommendation made with regard to women by the Royal Commission. See 4th Report, chap. x, 27.

value of women's work is generously recognised, and every possible use made of whatever good they have to offer, it will mean addition of strength now and the foundation of many possibilities for good in the future.

THE OPEN ROAD

WOMEN'S OPPORTUNITY IN THE MUNITION FACTORY

By L. Keyser Yates

NOTHING has occurred in the course of the war of more startling a character or deeper significance than the re-organisation of British industry to meet the need of the supply of munitions to the Allied armies at the Front. Before the outbreak of hostilities three national factories were competent to fulfil the demand for such products ; at the present day, besides the national factories, there are over 4,800 Controlled Establishments, all engaged in the output of munitions of war. Industrial Britain has indeed, in the course of a couple of years, become a huge arsenal. This transformation of industry—perhaps the greatest the world has ever seen—has been extended not only to the output, but to the very fabric of industrial life : Trade Union regulations, for which organised labour has been struggling for many years, have been voluntarily surrendered, and new labourers, both skilled and unskilled, have been introduced from other trades and professions into the factories. But more remarkable still has been the advent of women into the engineering trades.

Before the war, such occupation in the workshops—even had it been sanctioned by the Trade Unions—would have been deemed unseemly for women

operators but, as an editor in the first half of the nineteenth century said of the entry of the authoress of *The Mysteries of Udolpho* into the fields of literature: "In nothing perhaps is the contrast between the present and preceding ages more striking than in the character of British females who in our time have burst those boundaries which the lords of creation had fixed." So, in our day, the British females have burst other boundaries and have arrived—to the advantage of the nation—in the shops of industry.

It was the nation's urgent need for shells and more shells which caused this sudden demolition of boundaries, for when the appeal went forth for further munitions to beat the invaders of Belgium, it was as if each patriotic woman of England had heard the call. Hence, women who had never known industrial life, women from the counter, the desk, the domestic hearth, or the quietude of an artist's life, put down all these less essential tasks to take their place in the munition factories. Undismayed by the difficulties of an unfamiliar task, undaunted by the obstacles necessarily attending a huge re-organisation of industry, these women have mastered their job and from the simpler operations in the engineering shop have steadily advanced to the more expert processes. They have developed into the most able of tool-setters and guagers, or testers of completed work; they are efficient operators in the manufacture of machine guns and in the production of high explosives and aeroplanes, and they can successfully manipulate the making and assembling of a fuse, the latter process being comparable in delicacy with the art of watch-making.

Not only have women undertaken such operations where fineness of touch and nicety of judgment are the essential qualifications—many are now “turning” shells accurately up to one-five-thousandth part of an inch, a feat formerly considered almost impossible to a man—but they have been found competent workers in the shipyards and in the foundries. In the ship-building yards women are employed with success as red-leaders, rough painters, carpenters and electric wire layers on board H.M. ships. In one factory, a woman smith is now employed with satisfactory results, and in a foundry, where the work is mainly on turbine and steam cylinder castings, a woman stoker is at present giving great satisfaction.

In all these varied occupations and multitudinous processes women in the munition factories have proved themselves not only efficient workers, but in some cases superior to their men fellow-workers. There is a story going the rounds of the Midlands to-day which well illustrates this point. A competition was held in a certain shop of an old-established firm between the tool-setters—both men and women—on the No. 4 Herbert lathes. The object in view was to test the operators' speed in setting up this machine. It is told how, much to everyone's surprise, the women “simply romped in,” the last woman in the team finishing the placing together of her machine two hours before the last man. It is indeed whispered how some of the men never finished the task at all, and how the next morning found their places in that workshop empty. But not only has the efficiency of the woman munition-maker been proved, but ample demonstration

has been given that her physical endurance and *morale* is comparable to that of her men-folk in the trenches, and one might say with justice of the average woman-worker in the munition factories that :

" You never hear her do a growl or whine ;
She's made of flint and roses, very odd."

Indeed, these women, now numbering some 700,000, who are working at the production of munitions by day and by night, at the cost of personal sacrifice, have in the satisfaction of their own conscience, earned the admiration of the whole nation. " It is not too much to say," said in August, 1916, the Rt. Hon. Edwin Montagu, then Minister of Munitions, " that our Armies have been saved and Victory assured largely by the women in the Munition Factories," an opinion recently endorsed (January, 1917) by Mr. F. G. Kellaway, M.P., Parliamentary Secretary to the Ministry of Munitions.

It must, however, be remembered that Germany is making fresh and intensified efforts to overtake us in the war, and if we are, in the words of the Director-General of National Service, " to carry victory to a successful conclusion," we must bring every effort immediately to bear. To do this, every possible fit man must be released to serve with the Forces, and gaps in the essential war industries, such as munition making, must be filled from other sources. The nation looks with confidence to the women of Great Britain to fill these gaps. It, therefore, behoves every woman who is physically fit and between the ages of 18 and 40 years, who is not already engaged in productive work, to offer her services to her

country. The munition factory provides an open road to present duty and a convenient recruiting station can be found at any Employment Exchange, or at one of the 39 Training Schools for munition workers, which have been established in London and at various provincial Centres by the Ministry of Munitions, in conjunction with the local Education Authorities.

WOMEN IN AGRICULTURE

By Gladys Pott

"It is my sincere conviction that the victory or defeat in this great War may be brought about on the cornfields and potato lands of Great Britain," declared the President of the Board of Agriculture in December, 1916.

The war is forcing Agriculture forward into its proper position, that of one of the most important, if not the most essential of home industries. During the piping times of peace the vast growth of shipping and commercial prosperity developed with such bewildering rapidity that a complacent public was induced to look upon our home grown food supply as a matter of small importance and to regard the cheap supplies sent from overseas as inexhaustible. The truism that but for our Navy and Mercantile Marine Services we should quickly starve received but scant attention even from those who echoed the phrase. The war and its attendant requirements have driven home the lesson we were so tardy to learn. Not only has the transport of our fighting forces necessitated the withdrawal of a considerable number of ships from trade purposes but the maintenance of the supplies of food and munitions to those forces in France, Egypt, Mesopotamia, Salonika, Africa, etc. requires an ever increasing number of vessels to be utilised, while the supplementary

services in connection with the Navy make further claims upon commercial shipping,

The situation has been rendered more serious by the indifferent harvests of 1916, but all these considerations sink into insignificance in comparison with the grave situation produced by the unrestricted use of German submarines. Contrary to all civilised and international law our enemies have announced their determination to sink at sight every vessel within a given distance of our shores. This policy of piracy and crime brings our nation face to face with the acute problem of Food Production or Hunger, and should arouse even the most supine to a realisation of danger.

Since the outbreak of war, farmers have been urged to prove their patriotism by increasing the productivity of the land, while at the same time a large portion of the labour through which they have hitherto been enabled to cultivate the soil has been withdrawn for military purposes. It is obvious that some form of supplementary labour must be forthcoming to enable them to respond to the nation's demand. The need was evident even during the first year of the war, for before the advent of compulsory military service some 300,000 agricultural labourers, representing nearly one-third of the normal number employed, joined the army.

If agriculture is essential to the nation, and labour to agriculture, it is clear that so grave a shortage of men must be replaced by the only available reserve of labour, namely that of women. Such labour may be divided into two classes: that of the imported mobile woman, engaged at a weekly wage, for whom accommodation must be provided; and

that of the resident villager who is unable to leave home but can work whole or part time for employers in her own locality. The latter would consist largely of the wives or dependants of recruited soldiers, the former being drawn from amongst girls of all classes, preferably of the ages between 18 and 30 years.

Both sources of labour should be utilised to their fullest capacity, though both present difficulties of organisation. With regard to the imported woman, considerations of training, housing, and adequate wages have to be faced. The ordinary farm arrangements do not provide fitting accommodation for young women, nor can girls who have never before attempted rough outdoor labour be expected to prove useful employees without some preliminary teaching. And the average wage earned in normal times by the agricultural labourer is not only extremely low, but compares very unfavourably with that offered in other industries.

Short courses of training in milking and other forms of light farm labour, varying in length from 3 to 6 weeks, were started in 1915, first by private individuals and voluntary committees, and subsequently through organisations under the Board of Agriculture. Certain societies connected with women in Agriculture were in existence before the war and others sprang into being when the need for women's work on the land began to be realised; all have done useful welfare work in regard to the conditions under which girls are employed, especially in connection with the housing question. This problem no doubt forms one of the chief obstacles which interfere with the employment of farm women

on a larger scale. The ordinary farm lad is lodged with the family of a labourer, generally having to share a room with another boy, or lives in a bothy with his fellow hands. Neither alternative can be offered to a young woman, and as a rule the wives and dependants of the farm labourers who have joined the army do not vacate their cottage during their men's absence—thus few empty cottages are available for substituted labourers. The farmer has either to board and lodge the girl farm-hand in his own house, furnish a cottage (if one can be found), or find suitable lodging for her reception.

Most girls prefer to live in a cottage, and when there are several young women employed this is the most convenient arrangement, though it usually entails the girls doing their own cooking and house-work. It is obviously undesirable to allow a girl to live alone, and if only one woman be employed she must either live in a farm-house, or board and lodge with a labourer's family.

The wage difficulty is great, and the higher sums that to-day may easily be earned by girls in munitions and other industries naturally prove an almost irresistible attraction to the weekly-wage-earner dependent on her own exertions.

Some farmers have learnt their lesson and are now offering sums that a few years ago would have sounded incredibly high for women farm hands. In other cases the remuneration is still very low, and of course the "customary wage of the district" varies greatly. But no girl should be offered or take less than such sum as secures the cost of her board and lodging and supplies her with a few shillings extra in her pocket each week.

Dress is an important consideration. It is impossible for a woman to work on the land in any degree of comfort unless she wears thick stockings and heavy boots, with gaiters or puttees, knickerbockers and very short skirt or tunic. Such a costume was quickly developed when the call for women farm workers was first made, and can now be purchased at several leading London shops, or the greater part can be made at home at half the price.

Early in 1916 the Board of Agriculture in conjunction with the Board of Trade arranged for the formation of Women's Committees in all counties (except in the few districts where such were already in being), and through these organisations caused a Register to be taken of women in each village who expressed themselves willing to work, either whole or part time, for farmers in their own neighbourhood. In this way the resident woman labourer was enrolled, and by the end of the year some 100,000 were registered. But the value of such a figure should not be over-estimated; for it must be remembered that the majority of these women offer only part-time service, sometimes only a few hours a week. It is obvious that this class of labour can be of small practical use to farmers unless it is organised and worked by shifts under supervision. The collection and organisation of part-time village labour forms one of the most profitable ways in which the service of a whole-time imported woman employee may be used, and in some districts has been so utilised with considerable success during the summer of 1916.

The girls trained and sent out by the "Women's Land Service Corps," are prepared to act as gangers

or leaders of local squads whenever asked to do so by their employer.

It is not pretended that a **six** weeks' training can turn out a skilled worker. But it has proved successful in enabling a girl to learn to milk, and to obtain an insight into the kinds of jobs she will be expected to undertake upon a farm. It affords her the opportunity of practising her muscles in the performance of tasks to which they are unaccustomed, and which when first undertaken cause them to ache and give considerable discomfort. At the end of **six** weeks those muscles have become used to their new duties and their owner has undergone her first apprenticeship under far easier conditions than she could have found had she begun work directly under her employer's authority. A girl of the educated classes stands little chance of proving an efficient land labourer if she takes up the work without any preliminary course of training.

It must be confessed that farmers have on the whole shewed themselves reluctant to employ women other than those who have been accustomed to work on the land at given seasons of the year. They disbelieve in the aptitude and ability of girls, especially of the educated young woman. It is in the hands of such girls to break down the prejudice by surmounting difficulties and hardships cheerfully and by working steadily. A considerable amount of harm has been done by well-intentioned women who have made too extensive a claim on behalf of their own sex and openly declared that women can perform every branch of farm work equally well with a man. It may be true that there is no branch that has not—possibly is being—performed by a woman.

But the number of women capable of undertaking the heavier and more highly skilled agricultural duties are so few as to form a negligible quantity.

The average normal girl or woman cannot carry out the heavier parts of farm work, such as ploughing; nor is she competent to manage the stock yard. And those persons who desire to further the employment of women in Agriculture during the present crisis will be well advised to remember that the treatment of the exceptional case as the normal is not only unreasonable but likely to lead to results the reverse of those desired.

Experience is proving that women can be usefully employed in all forms of dairy work, and are specially successful in feeding and rearing young stock. They can clean mangels, muck out cattle sheds, attend to pigs and poultry, spread manure, set and gather potatoes, hoe or single turnips, assist in harvest work, and do the hundred and one odd jobs that require to be done on a mixed farm. After special training they can deal with horses and machinery, but no girl should be expected to undertake this class of duties until she has had considerable experience. They cannot, as a rule, and ought not to be required to lift heavy weights or pitch on to high ricks or carts.

No doubt their employment does involve a rearrangement of the routine work of an ordinary mixed farm upon which men only are usually found; the heavy labour has to be set aside for the few remaining men, the lighter jobs being eliminated and given to the women. It should further be realised that a woman, possessing only a few weeks' experience, requires supervision, especially in

dealing with cattle. She can carry out her duties unassisted so long as things are normal, but directly an animal is sick or circumstances are abnormal she must have an adviser to whom to turn. The ordinary farm labourer or yard man has learnt his craft by the accumulated experience of years: no reasonable person could expect to acquire the same skill within a few weeks or months. Agriculture indeed differs fundamentally from other forms of industry, insomuch as the different branches of it, with the exception of milking, can only be practised at given periods of the year. Tasks due to be performed in March cannot be postponed until or repeated in July; turnips cannot be hoed in January, nor can wheat be planted in June. A lost opportunity may not recur until the corresponding season of the following year: a process shewn to the novice during a particular month cannot be continually repeated until the pupil is perfect, for the conditions necessary for its practice will not be constant.

It should frankly be admitted that the life of the woman worker on the land is hard, and in many ways unattractive, though many girls declare, after a year's experience of the conditions, that they would not now return to an indoor life whatever inducements were offered. To leave one's bed and milk the cows at 5 a.m., on a light summer day may seem comparatively easy, but a pitch dark and wet December morning places a different complexion on the prospect; yet cows must be milked in winter as in summer. Girls may not object to picnicking together in a cottage and fending for themselves during a month's holiday, but to return to one's

cottage home after a hard day's field work in bad weather and find an empty grate and no meal prepared is neither cheerful nor encouraging. Town industries are usually carried on in company with others of one's own kind and class, in or near centres of amusement for spare moments; the farm girl is often faced with practical isolation and absence of all forms of recreation. The skilled factory hand can earn high wages, women on the land are considered fairly treated if offered 18s. to 20s. a week.

Again, there is little doubt that hitherto the claims of Agriculture have not appealed as strongly to women as have other forms of War work. Munition making, hospital nursing, canteen management, and the like all appear to be directly connected with Army organisation, and to be essential to the prosecution of the war. They therefore possess a glamour and attraction which is absent in Agricultural work. The nation has been slow to recognise the essential needs of the land, and its bearing upon the prayed-for victory. But the awakening has come.

This third year of war has brought to women a renewed appeal for help to sustain if not increase the nation's food supply. It is a work the importance of which cannot be over-estimated: and in spite of all drawbacks young women ought to come forward without hesitation. More especially ought the girl of good education be prepared to put aside all personal prejudice and natural desire for the comforts of life and take up for the sake of her country what may be a rough and uncongenial task. If that oft-repeated phrase be honestly spoken, "To win the war is all that matters to us to-day," then no con-

siderations of personal advancement or future prospects will hinder those who can offer themselves : no sacrifice weigh too heavily in the scale against the nation's need.

In response to the Empire's call our men have been required to lay aside all individual claims and family interests, and face indescribable hardships, suffering and death. Their sole reward is honour. They work and suffer that the Empire may live, and their women folk be spared the unspeakable martyrdom meted out to Belgian wives and daughters.

Are English women less prepared to shoulder their share of toil or endure petty hardships which are almost luxuries compared to the trials borne by our soldiers ? Like Naaman of old we are sometimes inclined to turn from the smaller sacrifices because of their apparent insignificance.

The maintenance of a home grown food supply may be a deciding factor in this appalling struggle. That victory towards which all eyes and hearts are straining to-day may be brought nearer, nay, may even be secured by Women's work on the Land.

In her supreme hour of need the Empire makes this call for the service of women. The call can need only women's recognition to be assured of a full and ungrudging response.

WELFARE WORK IN THE MUNITIONS FACTORY

By Amy Eleanor Mack

WELFARE WORK is not new in England. For many years it has been practised in a number of our factories and several firms in particular have been world renowned for the splendid conditions provided for their workers.

But it is only since the establishment of the Ministry of Munitions that Welfare work has been officially encouraged by the State. And the original reason for this was the enormous influx of women into munition factories. It is an old story now how girls and women poured into the munition factories at the first call; how they worked twelve hours a day, or twelve hours a night, seven days or seven nights a week, in the great push to produce the shells for which the men at the Front were calling. They often travelled many miles to and from the workshops, and frequently no provision at all was made even for warming the meals which they brought from home. In some districts there was so much overcrowding by the swarm of new-comers to the local works, that it was by no means uncommon for two or even three people to use the same bedroom, coming in according to their shifts at the factory.

Such a state of things could not last, and as soon as the first desperate rush was safely over, the

Minister (Mr. Lloyd George) began to consider some way of coping with this new problem.

The Health of Munition Workers Committee—a body of scientific men and women to whose splendid research work it is impossible to pay too high a tribute—recommended amongst other reforms the appointment of Welfare Supervisors in Munitions Factories. Almost immediately afterwards a Welfare Section was established within the Ministry of Munitions itself.

One reason for guarding the health of the munition makers was that their efficiency had to be maintained in order to keep up the output of munitions. It has been proved beyond all doubt that ill-feeding, excessive hours and fatigue acting on the health of the worker, lessen the output, and that the best results are obtained where the best conditions exist. Therefore, as a war measure it was of the utmost importance to guard the health and strength of the girls and women working in the munition factories.

But there was without doubt another reason in the minds of the scientists considering the question. They realised that the potential strength of the nation after the war must depend to an enormous degree on the health of the hundreds of thousands of women and girls in industry to-day.

And so Welfare Work cannot be regarded merely as a war measure, though the needs of the war have called it into existence as an official undertaking. It is a movement that will continue to form part of industrial life when the tide of war has rolled into the illimitable sea of the past.

Already the results of Welfare Work are apparent, and increased vigour and energy for work repay the

employers for anything they may have expended on providing canteens, rest-rooms, ambulance rooms, and Welfare Supervisers in charge of the work.

In a certain factory for instance, it has been estimated that 2,500 hours' work was saved in a week by prompt attention to slight accidents and illnesses. In another factory where women were supplied with comfortable seats, the output went up 10% owing to the lessening of fatigue due to the new seats, while a third firm gives as its experience that the expenditure on free meals has been more than repaid in the output.

While there is no question of the value of Welfare Work to the employers it is of equal benefit to the workers themselves. One has only to look round at the faces of the girls and women in any large factory where Welfare Work is well carried out to realise that the standard of health and contentment is increased.

AIMS OF WELFARE WORK

The direct aim of the Welfare Section of the Ministry of Munitions is to provide conditions under which all workers can do their best work. These conditions are of two kinds—material and personal. Under the first heading it is essential that workers should receive a living wage, should have healthy work-rooms, should be provided with canteens where good food can be obtained at a reasonable cost, and under pleasant wholesome conditions; the working day should be of such a length and so divided up by rest intervals as not unduly to tax the workers' strength. There should be amenities

in the factories such as cloak-rooms, lavatory accommodation, overalls, etc. such as men and women coming from clean and respectable homes might reasonably demand. Every care should be taken to reduce to the absolute minimum, danger to life and health from unprotected machinery, and from handling explosives or poisonous substances. Ambulance and rest-rooms should be provided where accidents or cases of illness can be attended to immediately.

The question of personal environment is increasing in importance, for employers are beginning to realise that the relation between themselves and their work-people has been too impersonal in the past. It has become too general for the employer to speak of his work-people as "hands"—a term which suggests that he ignores the fact of the human capabilities of the workers. The Welfare Worker is expected to call out the human element in the factory, and for this very reason her position may seem slightly anomalous because she cannot be definitely placed in the hierarchy of a factory. Her position will vary according to the needs of the factory, but in most places she only *takes* her orders from the general managers, or in very big places from the departmental managers, while she cannot *give* orders to anyone. It is not through her authority but her influence that she works, and it is for this reason that her personality goes so far towards her success. Indeed it is doubtful if there is any profession in which a personality counts for so much.

QUALIFICATIONS

One who has made a long study of Welfare Work has given the following "recipe" for the making of a Welfare Supervisor: — Common-sense, tact, business-like habits, real love for girls without patronage, industry, health, a knowledge of working people and working conditions, domesticity, driving power without arrogance, power of organisation and the power of inspiration. That may seem a rather formidable list, but women who contemplate taking up the work need not be alarmed, for, after all, these "ingredients" go to the making up of most capable professional women.

TRAINING

But no matter what her natural qualifications may be, without some technical knowledge of her subjects, a Welfare Worker cannot be expected to make a real success of her work, and training is the essential thing in this as in any other profession. Women who wish to take up this new profession will be interested to learn that courses of training in Welfare Supervision are now being given in connection with several Universities.

In London a training scheme has been arranged by a Joint Committee of the Federated Women's Settlements in London and the Y.W.C.A. Munition Workers' Welfare Committee. Under this scheme an emergency course of training is given which lasts for six weeks.

At Sheffield the University has organised two short courses of ten weeks duration.

At Bristol a special course has been arranged by

the University Settlement and special facilities are provided for the students to visit continuously factories in which Welfare Work is already being done.

The University at Liverpool and Leeds have also arranged short terms; while in the latter town a full course is also given lasting for nine months, which provides real training in the work, not merely insight into some of its problems.

DUTIES OF A WELFARE SUPERVISOR

The duties of a Welfare Supervisor are manifold, and it is impossible here to give more than a general outline of the problems with which she has to deal.

1. She is responsible for seeing that the ventilation of the workrooms is adequate, that they are not under or over-heated, and that they are kept clean, and in a satisfactory condition from the point of view of the health and comfort of the workers.

She is responsible for seeing that the cloak-room and lavatory accommodation is adequate, cleanly, and suitably controlled, and that the arrangements made with regard to the provision of overalls, caps, shoes, towels, and other accessories are satisfactory.

2. She should take note of the kind of work upon which women or girls are engaged, and draw the attention of the official responsible if she thinks any work is unsuitable. She should also make any suggestions which occur to her for promoting the health and comfort of the workers—such as the introduction of seats into the workrooms, where this is practicable.

3. Another duty with which she may be entrusted is the selection of all women and girls for employment. In the event of a girl giving notice, it is her duty to investigate the cause of her dissatisfaction : careful and tactful inquiry may bring to light some undesirable practices or conditions which may be capable of adjustment.

4. In cases of broken time, she should keep careful records and seek to remove its causes, whether these lie inside the factory or outside it.

5. She should deal promptly with all complaints relating to factory conditions, referring those of real importance to the Manager or other officials.

6. Supervision of Canteens and Rest-rooms, Housing and Transit, and Supervision during the night shifts are most important duties of the Welfare Supervisor.

The organisation and supervision of a Recreation Club is also in many cases very desirable. In war time especially it is very necessary that workers should be given facilities for suitable outdoor and indoor recreation.

All these, and many more, are the duties of the Welfare Supervisor. The aim of the welfare workers should be to produce a happy, clean, healthy, efficient, contented band of workers, who feel that they are not mere tools, but human beings, whose conduct, effort, and influence really count in the factory.

APPOINTMENTS

While the Welfare Section of the Ministry of Munitions recommends the appointments of Welfare Supervisors it does not itself appoint women to the

posts. But it interviews applicants to decide on their suitability for the work and thus forms a connecting link between managers of firms who wish to engage Supervisors and candidates who wish to apply for the posts.

When an application is made to the Welfare Section of the Ministry of Munitions for a post as Welfare Supervisor or Assistant Supervisor, the candidate is required, in the first instance, to fill in a form, stating her name, age, nationality, education, salary required, and giving particulars of any experience she may have had of general social work, particularly with working women or girls. She is also required to state what previous experience of specialised work she has had (if any), particularly on the following lines :—

1. Industrial or commercial.
2. Nursing or first aid.
3. Catering for large numbers.
4. Organisation on a large scale.
5. Control of large numbers.
6. Accounts or statistics.
7. Experience of any other kind.

In addition, three references are required—one personal and two based on knowledge of practical work.

If, when filled in, the form is considered to give sufficient and satisfactory information, the candidate is required to appear before a Selection Committee, when she is approved or rejected as the case may be. If approved the Committee recommends her to employers who wish to engage a Welfare Supervisor.

WHERE APPLICATION SHOULD BE
MADE

Applications should be addressed to:—The
Secretary, Ministry of Munitions, Welfare Section,
6, Whitehall Gardens, London, S.W.1.

THE OUTLOOK FOR WOMEN IN CLERICAL WORK

By Ruth Young

A FEW years ago a middle-aged man stated at a meeting of men and women clerical workers that the girl who was entering into competition with himself ought to "stay at home and help mother." Men were unable to believe that it was absolutely necessary that any woman should become self-supporting: there was always, they imagined, some other man who would marry her, if she would consent. If she were so self-willed as to refuse, "helping mother" was her sphere, until mother died and father died also: before which sad events an impenetrable veil was drawn.

But "compulsory military service" has changed all that, and young women and girls have been invited into Government offices to serve their country, and into private offices to set a man free to enter His Majesty's Forces. Many of these young women and girls are "Temporary Workers." They come from homes which have never before sent their daughters into wage-earning occupations, and whose sons have made proud places for their names in history. These girls, well-educated, well fed, well dressed, well housed and admired by their men folk, are not likely to remain in clerical posts after the end of the war, unless the British Empire

goes bankrupt and every woman has to work in order to live. It is the call of patriotism, not the call of money, which has led these girls into offices ; and when the stress of war conditions has passed a large number will return to their homes, and leave the filing and typing and taking down of letters and filling in of forms to women who have never had and never will have a social prospect. Among those who will remain in clerical employment are probably many women graduates, who are interested in being useful and whose energies must find an outlet, but who during the years of war will have let slide opportunities of entering professions for which a long course of preparation is necessary.

The salaries paid to these girls have not been sufficiently high to secure more than the barest necessities. The Government rate of 27s. 6d. a week to begin with, in one department of the Pensions Office (a sum advertised by the War Register Committee of the Association of Head Mistresses), is so far from securing independence for the worker, that the Government, through the Young Women's Christian Association, has subsidised a hostel for its employees, where partial board and lodging can be had for 18s. a week, leaving 9s. 6d. for lunches, teas, travelling, washing, clothing, and all other etceteras of a girl's existence. As twenty shillings has now the purchasing value of something over ten shillings in pre-war days, it is evident that these girls are not overpaid. Neither are they trained.

And that fact is the cloud on the horizon of the woman clerical worker.

Had it been possible, without injury to the wel-

fare of the State, to prohibit the employment of untrained workers, the trained woman clerk would be looking forward to a Golden Age, for she would be face to face with competent and self-respecting competitors only. But the clerical market before the war was not overcrowded with competent women. There were very few to be had whose market price was £2 10s. to £3 a week, although hundreds who were content to be worth 18s. to 30s. a week would have answered the call of a single advertisement.

Let us examine the present conditions and make what forecast we can.

Women are doing well in banks. The managing director of an historic City house told me some weeks ago that in his opinion there was nothing to choose in clerical work between men and women, and that there was no banking clerical work that properly trained girls could not do perfectly well. The girls employed in this bank are well educated. Then again I know of a business firm where one hundred women are taking the places of men who have gone to the Front. They are doing the work satisfactorily, and it is said that every one of them is to be dismissed on the conclusion of peace. That, of course, remains to be seen.

At the Annual Conference of the Head Mistresses' Association in 1915, Miss Reta Oldham, speaking on "War Service for Women," gave an instance of a business house where "a ledger clerk earning £2 a week joined the Army and was replaced by a girl at 17s. 6d. who did all his work. Another clerk at the same salary left two months later and was replaced by another girl at 17s. 6d., the net result being that the firm instead of paying £4 a week paid 35s."

Miss Oldham continued: "only one male ledger clerk is left and he is very uneasy."

The conclusion I have come to is that a good general education and training lead women to independence, but that lack of education combined with lack of training lead them to penury.

A woman clerk requires an education continuing until eighteen at least, and of so thorough a nature that before leaving school she should pass an examination of matriculation standard. Should poverty tempt her parents to insist on her specialising in shorthand and typewriting or in book-keeping and entering the ranks of the lower paid workers at sixteen years old or younger, her fate is sealed. Not for her a salary sufficient to maintain self-respect and to foster efficiency. Underpaid, she will become a menace to her neighbours and will greatly assist in lowering the standard of living of the educated woman worker and also of the semi-educated man, if she does not succeed in driving him out of employment.

The man at the top of the tree, the employer, welcomes the semi-educated woman, because she helps to swell his dividends, for she is powerless to prevent herself from underselling the man of her own class and of her own not very high order of intelligence. The man at the top of the tree, the First Class Civil Servant, also welcomes the semi-educated woman, because she helps to show, by a pitiable and unmistakable contrast, how utterly ridiculous it is to suggest that "women can do the same work as men!"

Yet among my acquaintances there is a woman who is taking her husband's place and salary,

amounting to several hundreds of pounds, whilst he is serving in France.

The outlook of the competent woman clerical worker, I am forced to acknowledge, is fogbound, and through the fog loom the Scylla of Patriotism and the Charybdis of Poverty. The well-born temporary clerk, blissfully untrained and contentedly underpaid, threatens her on the one side; on the other, she is likely to collide with the ill-educated machine-like worker, whose powers grow weaker by degrees as she grows older and her continual bodily privations begin to tell on her vitality.

For these workers in low-grade employment are condemned to poverty. At a time when the expenses of living are higher than they have ever been, Government, Local Authorities, and Philanthropic Agencies are paying starvation wages to their women employees.

It is frequently said that the Government is a bad employer of women's labour. This is I think borne out by the following :—

**RATES OF PAY OF FEMALE SHORTHAND WRITERS, TYPISTS,
ETC., IN GOVERNMENT OFFICES IN LONDON.**

TEMPORARY STAFF.

TEMPORARY SUPERINTENDENTS.—45s. a week, plus war bonus of 1s. 6d. a week, to cover all overtime, except in departments where very prolonged attendance is regularly required.

TEMPORARY SHORTHAND TYPISTS.—40s. a week, plus war bonus of 2s. a week, with overtime at 10d. an hour for attendance in excess of 42 hours in the week.

TEMPORARY TYPISTS.—30s. a week, plus war bonus of 2s. a week, with overtime at 9d. an hour for attendance in excess of 42 hours in the week.

"Departments may also advance existing temporary employees of these grades within the same limits, provided that the standard of work appears to justify an increase of pay. In all cases, however, it should be understood that the above rates are *intended to be maxima* and should only be allowed to *thoroughly competent and experienced operators*."

The italics are mine.

I heard lately of two shorthand typists in the employment of a private firm who in pre-war days were earning 30s. a week, and who have both obtained berths at £200 a year—needless to add, not under Government.

In view of the rates quoted above for *temporary* employees, the Treasury have decided to allow Departments discretion to grant special allowances to their *established staff* of the same grades, of such amount as they consider justified, within the following limits :—

CHIEF SUPERINTENDENTS AND SUPERINTENDENTS.—Not exceeding 5s. a week.

SHORTHAND-WRITER TYPISTS.—Not exceeding 6s. a week, provided that the total remuneration (exclusive of overtime) shall not exceed 40s., plus war bonus of 2s. a week.

TYPISTS.—Not exceeding 6s. a week, provided that the total remuneration (exclusive of overtime) shall not exceed 30s., plus war bonus of 2s. a week, if they are engaged solely on copying and 32s. plus war bonus of 2s. a week, if they are also engaged on shorthand duties.

It has been officially announced that the women clerks who are to be accepted for war work in France will be paid as follows :—

Ordinary Clerical Work and Typists, 23s. to 27s. per week, according to efficiency.

Clerks employed on higher clerical and supervisory duties, 28s. to 32s. per week, according to efficiency.

Shorthand Typists, 28s. to 32s. per week, according to efficiency.

In these posts, overtime after 42 working hours is paid, but a deduction of 14s. a week is made for board and lodging.

On the publication of these terms, the Executive Committee of the National Union of Clerks addressed a protest to Lord Derby, pointing out that men clerks in the early days of the war received a minimum wage of 28s., rising to about £2 weekly, *plus allowances and keep*.

The V.A.D. head clerks receive from 26s. a week, and the clerks from 20s.

The London County Council pays its women typists as follows :—

Class II. (typists).—Section (b) £55 a year, rising to £65 ; section (a) £65, rising to £80. Examinations are held from time to time. Candidates must be between 18 and 30 years of age.

Class I. (Supervisors).—Section (b) £80 a year, rising to £100 ; section (a) £100, rising to £120.

From a careful study of these figures it appears that the Government, the London County Council, and the Voluntary Aid Detachments expect to choose their employees from among women who have other means of subsistence than their salaries ; in other words, women who live at home or whose relations have bequeathed to them a private income.

These women have been obtainable in large numbers only on patriotic grounds. On the grounds of the highest patriotism they should decline, as

soon as the war is over, to undersell their independent sisters, as they have been doing for the past two years. If they are in any doubt on this matter, the Women Clerks & Secretaries Association, 12, Buckingham Street, Strand, W.C., a society which is a registered trade union for women clerical workers, will be able to place the position clearly before them. At the beginning of the war, the Association opened its office doors and its purse to the many women clerks who were among the very first to suffer privation. It is only by the united effort of all women clerical workers that injustice may be warded off those who are least able to protect themselves.

It may be argued that the single woman does not count in days of peace, that she must be content to go to the wall for the sake of the family and the rising generation. Patriots attracted by such an argument must remember that behind the woman who is undersold by her sister is the man who is similarly wronged—the man who has, perhaps, done his bit in the trenches, and who has returned with diminished strength to his former occupation to support his family. Is he to find that the woman who made it easy for him to answer his country's call has made it impossible for him to fulfil a father's duties towards his children?

NOTE.—Since the above article was written, the Treasury has issued a further Circular dealing with the granting of war bonuses. The provisions of this and of the preceding Circular are so intricate that they cannot be dealt with in a limited space. Much has been left in the hands of the head of each department, and I understand that there are many women clerks employed by the Government who have received no war bonus whatever.—R. Y.

MEN AND WOMEN OF THE FUTURE

I.—THE CARE OF SCHOOL CHILDREN

ALTHOUGH the needs of our soldiers and sailors on active service must have first claim to our attention, it would be a very short-sighted policy which neglected that part of our national effort which is concerned with the building up of the health and strength of the coming generation. To meet the economic difficulties with which we shall be faced after the war, it is important that the youth of the country shall have every opportunity of growing up under conditions which will develop stability of character and physical efficiency.

Now that the fathers are away at the front, or in training, help and advice is specially needed and welcomed in many homes, and it is our duty both to the nation and to the fathers who are away to supply all the help that is within our power.

We also have to face the problem of children growing up under bad surroundings, neglected because their parents are either unable or unwilling to improve their home conditions. Pity for these children should at all times urge us to do everything that we can to help them, but from a national point of view it is especially important now, with a period of economic stress ahead, to give these children every possible opportunity of growing up into self-supporting citizens.

In London machinery has been set up by the London County Council for meeting, in what seems to be the best possible way, these needs of the children living within the area. The Council has aimed, not unsuccessfully, by a system of co-operation between voluntary workers and officials, at ensuring that all the information and help needed by parents may be within their reach without in any way undermining the sense of parental responsibility.

For every elementary school in London a School Care Committee has been formed. These committees consist of a number of voluntary workers who are responsible for the care of the children attending the schools to which they are attached.

The problems with which the Care Committees have to deal are manifold, but the greater part of the work may be grouped under four heads :—

1. The selection of children considered to be in need of free meals, and the care of the families of these children.
2. The care of children in need of medical treatment.
3. The care of neglected children.
4. The care of children leaving school, including advice as to suitable employment.

It would be impossible in a short article to give a detailed description of the work of the Care Committee, but a few lines may suffice to give some idea of the ground covered under each of these headings.

I. FREE MEALS.—The Provision of Meals Act, 1906, empowers Local Authorities to provide free meals for children who are found to be unable to

profit by their education owing to want of food. Under the Council's organisation it is the duty of the Care Committees to decide, after thorough investigation, which children are so handicapped, and to put their names on the free list.

But the duties of the Care Committees in the cases of necessitous children do not stop here. The Council rightly realises on the one hand that continued relief in the form of free meals may, if given on a large scale, result in a general lowering of the standard of wages, and with certain types of character may be a serious incentive to the wage-earning member of the family to shirk regular work.

Care Committees are, therefore, urged to do constructive work wherever possible. That is to say, while granting meals to necessitous children, they should try to help the families to become self-supporting.

2. MEDICAL TREATMENT.—In accordance with the Administrative Provisions Act, 1907, arrangements have been made by the Council to have every London Elementary School child medically examined three times during the nine years of school attendance. The parents are invited to attend while their children are inspected, and the doctor tells them of any ailments from which their children are suffering. A Care Committee member is present during the medical inspection, and advises the mother as to the best means of obtaining the necessary treatment.

3. NEGLECTED CHILDREN.—The Care Committee worker is faced with a more arduous task when she has to deal with neglected children. Some of

these children she will come across in the course of her ordinary visiting. Others will be brought to her notice by the Head Teachers. The parents may neglect to obtain medical treatment for a child who has been reported ailing by the school doctor ; a child may be receiving school meals because the father wilfully neglects to provide enough to sustain the family at home ; the head teacher may report that a child continually comes to school in a dirty and neglected condition ; the visitor to the home may find it verminous and over-crowded ; or she may suspect that the child is living in immoral surroundings, or that the parents are for some reason not fit guardians for the children.

When the neglect is slight or temporary much may be done by regular friendly visiting, and the Care Committees make every possible effort to improve the conditions in this way. For cases where the efforts of the Care Committees fail the Council has provided a number of Special Officers who visit at the request of the Committees. In cases of serious neglect, when the desired improvement does not result after the visits of the Special Officer, recourse is had to prosecution under the Children Act, 1908. The Council does not undertake its own prosecutions, but the cases are referred to the National Society for the Prevention of Cruelty to Children, who take the necessary steps.

The assistance of the Care Committee is often invaluable in such cases, for unless there is an experienced friendly visitor at hand to help the family to pull together, prosecution is likely to have little permanent effect.

4. "AFTER CARE."—When the children reach the age of fourteen they and their parents are faced with the all-important problem of the choice of an employment. The parents perhaps wish their boy to learn a trade but they do not know how to find him a good place, and have little means of judging what his prospects in some particular place may be. Often a boy drifts into the first place he can find—through a friend, perhaps, or through an advertisement in a shop window. The attraction of high wages proves too strong, and for lack of advice at the start, he finds himself, at seventeen or eighteen, thrown out of work to give place to a younger boy at lower wages. He has learnt no trade and only too often drifts into casual work, with low wages and frequent periods of unemployment.

A Juvenile Department of the Labour Exchanges has now been started in every area in London.

This department consists of a paid Secretary and an Advisory Committee of voluntary workers having special knowledge of social and trade conditions. The aim of the Advisory Committee is to urge boys and girls to enter those trades for which they are best fitted, to see that the places found are suitable, and to make sure that they are really learning the trades to which they have been placed.

The Skilled Employment Association also has branches throughout London, and places boys and girls of school-leaving age in skilled trades.

The Care Committees form a link between the children and these organisations, arranging also for a friendly visitor, or "supervisor," to keep in touch with each child until he or she reaches the age of seventeen.

This fourth and most important branch of work, the "After Care" of children leaving school, has only comparatively recently been undertaken by the Care Committee. The organisation is still in its infancy, and is largely hampered by lack of workers. At the present time conditions of juvenile labour are abnormal; work for both boys and girls is plentiful and wages are exceptionally high. When the war is over we shall have to face a serious period of unemployment for juveniles as well as for adults. Even where employment can be found the lower rate of wages will make it difficult for boys and girls to keep steadily at work, and friendly advice and guidance will be urgently needed.

In order that the services of volunteers may be utilised to the best advantage, the Council has appointed a number of "Organisers" to work in co-operation with the Care Committees. The co-operation existing between these officials and the voluntary workers leads to uniformity and continuity of effort.

It will be realised from the nature of the work that much of it is specially suited to volunteers. The worker must be ready to give her services in any direction in which the needs of a family may lead her, and with unlimited patience and sympathy to devote as much time to one particular family as circumstances require. Faced as we are with the prospects of a period of serious economic and industrial depression, we cannot but rejoice that there exists in London such an organisation as has just been described. But without an adequate supply of volunteers the machinery is worse than useless. Time after time help cannot be given

through lack of workers. The knowledge that much that could be done, and that urgently needs doing, has to be left untouched is the most depressing fact which the Care Committee member has to face. The need is urgent now, for the school child of to-day will be the wage earner in a few years' time. Moreover, after the war, when wages are low and employment scarce, the claims upon the Care Committee will be greatly increased, and it is important that workers should be gaining experience now in order that they may be of the greatest possible use when the crisis comes.

The work for the most part can be done in the Care Committee member's own time, so that many people who are prevented through health or home ties from giving their whole time to outside activities could give a few hours a week to work for a school near their own homes. Others who have more time to spare could go farther afield.

Those willing to help should apply to The Education Officer, Education Offices, Victoria Embankment, W.C., from whom any further information can be obtained.

II.—OPENINGS FOR WOMEN IN INFANT WELFARE WORK

By Miss J. Halford, Secretary of the National Association for the Prevention of Infant Mortality

Work for the welfare of mothers and infants is a comparatively new profession, certainly not more than ten years old on anything like its present basis. Nor is it surprising that, with the exception of some of the posts in connection therewith which are in

the hands of medical men, it should be a profession entirely confined to women workers, of whom an ever-increasing army is now required and will be for some time to come.

Infant welfare workers may be roughly divided into four groups, taking only those who are salaried workers :—(a) Doctors ; (b) Superintendents of Infant Welfare and Maternity Centres ; (c) Health Visitors ; (d) Matrons and assistant matrons at Day Nurseries.

DOCTORS.—For several years, while the movement was in its infancy, medical practitioners, both men and women, gave most generously of their time and talents at Infant Consultations, asking no reward beyond the steady improvement in the health and physique of those who there came under their care. Since, however, State subsidies have become available for this work, and more and more Local Authorities are taking it off the shoulders of the voluntary agencies who had been the pioneers, the services of the doctors are habitually remunerated, the usual rate of payment being £1 is. per session, which lasts about 2 hours. In many cases—and notably for large cities or for counties—a whole-time appointment is now made, the salary commencing at £350 per annum and the duties sometimes including a certain amount of school medical inspection. Where women doctors are available, with special experience among women and children, they are often the selected candidates, especially where ante-natal work has to be undertaken, it being found that the women will more readily confide their minor ailments and difficulties to a woman than to a man

SUPERINTENDENTS OF CENTRES. — With new centres still springing up at the rate of three or four a week and old ones constantly increasing their membership and activities, it is not to be wondered at that the supply of fully qualified experienced superintendents is in no way equal to the demand. The usual qualifications asked for are the following:—
(a) Three years' general hospital training, including special experience with women and young children ;
(b) the certificate of the Central Midwives Board ;
(c) a Health Visitor's or Sanitary Inspector's certificate. Local Authorities mostly require all these certificates and prefer a Sanitary Inspector to a Health Visitor, but voluntary agencies are, on the whole, often satisfied with two out of the three, counting previous experience and personality as assets of equal value to certificates.

Personality is, indeed, the chief requisite for this work. A woman who has passed any number of examinations, but has done no social welfare work, and has none of that tact, sympathy with, and understanding of, the people, that is inborn in some and never acquired by others, will never make a success of this work, which calls for such exceptional personal attributes. For the Superintendent must not only endear herself to those whom she visits in their homes, as a *friend* and not as an inquisitive official, but she must be able to teach them what they ought to know about their own health, and that of their children without their knowing that they are being so instructed ; she must be able to help them to help and elevate themselves ; she must in most cases, at least, be able to teach them how to build up sound characters, as well as sound bodies,

while at the same time instilling a thorough and quite up-to-date knowledge of Mothercraft ; she must be possessed of infinite patience and of a very considerable amount of organising capacity ; while last, but not least, she must certainly have that knowledge of the world and social experience which alone will enable her to get on with her Committee, and her band of salaried and voluntary workers, as well as with her mothers and babies. It will be seen from this that a woman with a somewhat exceptional combination of valuable qualities makes the ideal superintendent, and when to this is added the fact that the majority of these workers still receive an annual salary of from £100 to £120 non-resident, it will be realised that a real love of the work must be the underlying principle and main-spring of those who take it up. The salaries are improving, it is true, quite a number standing now at £150, which even then is none too much for a well-educated woman with some years of training behind her.

There are several institutions, both in London and the Provinces, that train these workers, chief among which may be included the Royal Sanitary Institute, the National Health Society, the Royal College of St. Katharine, King's College, the Battersea Polytechnic, and a few others in London, while several of the Provincial Universities give similar courses of instruction for Health Visitors and Sanitary Inspectors. But all are lacking in some or other of the elements needed for the complete practical and theoretical training of these workers, and it is partly to remedy this defect and partly to provide working models of every form of Infant Welfare Work, that

the National Institute of Mothercraft is now in course of formation.

The *length of training* ranges from 3 months to 3 years, depending almost entirely on the previous training and certificates held. The same factor determines the *cost of the training*, which may be anything from about £4 4s. to £300, the minimum being required for those who are already fully trained nurses and midwives and the maximum for those who can afford a 3 years' University course.

HEALTH VISITORS form the bulk of the infant welfare workers appointed by Local Authorities. They often have no work to do at centres, confining themselves only to visiting in the homes, in which case they seldom have the time or opportunity of following up the infant after the first two or three visits have been paid subsequent to its birth, and therefore doing comparatively little educational work for the mother. They mostly hold the certificate of the Royal Sanitary Institute, the National Health Society, or the Sanitary Inspectors' Examination Board, to obtain which they must show evidence of either some hospital training or practical experience gained by working under a fully qualified worker appointed by a Local Authority.

The salary of Health Visitors is sometimes as low as £80 (in country districts), but is now more often £100 rising to £130, often with a small allowance for bicycle and uniform; their hours are approximately from 9.30-5.30, with half a day's work, often clerical, on Saturdays, and very short holidays during the year. Few Local Authorities will appoint women to these posts if they are over 35.

CRECHE MATRONS have longer hours and smaller salaries (from £25-£40) and are usually resident workers, for whom fewer qualifications are demanded. Previous training at a well-conducted crèche is sometimes all that is asked for, though some hospital experience is undoubtedly an advantage and often considered essential. They are usually required to be able to train assistant matrons and probationers, and to be able to supervise all the household arrangements.

To meet the present large demand for infant welfare workers, the Association of Infant Welfare and Maternity Centres (4, Tavistock Square, London, W.C.) has now opened an Employment Bureau for such workers. It is licensed by the London County Council, and is prepared to give advice and help in all that relates to this subject. A nominal fee of 2s. is charged to applicants who are not members of the Association, and this covers a period of three months.

RED CROSS WORK IN THE WAR

I.—THE BRITISH RED CROSS AND ORDER OF ST. JOHN

By Miss Swift, Matron-in-Chief

IN the breathless haste of the first weeks of the war, when there was an unprecedented demand for nurses, it is not surprising that there should have been some want of system and some overlapping in the efforts made to cope with the emergency. The recognition of these drawbacks to effective working, not only in the nursing department, but elsewhere, brought about the movement for the amalgamation of the two Societies which had been striving, each in their own way, to provide for the needs of the wounded.

At the same time that the Joint War Committee took over the control of the Trained Nurses Department of the British Red Cross Society and the St. John Ambulance Association the enemy was on the point of achieving the occupation of Belgium. Antwerp had fallen a fortnight before, and many of the British nurses who had been working in Belgium were still in the power of the enemy.

The reports received from Headquarters from nurses on active service in those early days, when the care of their patients involved in many cases the risk of falling into the hands of the enemy, provide

a record of magnificent devotion to duty, of unsurpassed physical and moral courage, and of absolute self-sacrifice. The most sensational fiction can hardly parallel the tale told by those nurses who were the last to leave the stricken city of Antwerp.

In proportion as the area of hostilities increased the needs of the nursing service grew. Though Belgium, the first scene of the ministration of the British nurses, was now almost entirely in the hands of the enemy, there was an increasing volume of work to be done in France and Flanders. But the fall of Antwerp marks the beginning of a change in the character of the demand for nurses: up to this point the Societies had been sending more nurses abroad than were being employed at home, but the tide was now turned, and from this time the claims of the home service became increasingly urgent.

In reply to the constant demand for nurses to be sent to the "front" it became necessary to explain that the "front" was wherever there were sick and wounded, and that the nurses who served in the hospitals of Southampton or London were as truly at the "front" as their sisters in Flanders. Thanks to the marvellous efficiency and expedition of the army transport our men were transferred in comfort and safety to home hospitals within a few hours of being picked up on the battlefield.

On January 7, 1915, there were 217 nurses still on foreign service, and 118 on home service; on June 30 home service claimed 915, including the staff of the King George Hospital, and there were 371 serving abroad. These figures give some idea of the magnitude of the work accomplished in the

six months, and also of the change in the distribution of nurses.

Early in 1915 came the cry for help from stricken Serbia. In spite of the requirements of hospitals at home, in France and in Belgium, all of which had to be met, it was necessary to find volunteers to work farther afield. Under the best circumstances it is not easy to find the right woman at the right time for the right place even for duty close at hand. Since mistakes could not be rectified by a short journey home, infinite pains were necessary in selecting those finally chosen. Many who offered themselves could not be accepted because of the special qualifications necessary in face of the immense difficulty of working in Serbia.

In the late summer of 1915 the call for nursing services arose in still another quarter, when the military authorities accepted the co-operation of the Joint War Committee in making provision for the sick and wounded from Gallipoli.

The work of the Red Cross in the earlier stages was hampered in some degree by the presence of various unauthorised units abroad, sometimes hastily and imperfectly equipped, for which it was often assumed that the official body was responsible. The Government departments concerned were fully aware of the disadvantage of the presence of unauthorised persons in the fighting area, and also of the importance of guarding against undue wastage of the reserve of nurses in this country in view of a possible increase in our own casualty lists. The Foreign Office issued increasingly strict regulations with regard to the granting of passports. It was ordered that unauthorised persons should not

approach hospital nurses or nursing associations with a view to securing nurses for abroad, and that nurses proposing to go to France under the auspices of any agency whatever should communicate with the British Red Cross Society. In spite of these precautions, however, it was repeatedly stated that semi-trained and untrained women were working in France, while trained women were besieging the authorities to be sent out. Other statements were to the effect that the supply of nurses was insufficient at given points. Under the Joint War Committee there was henceforward one selection committee only, outside the Military and Naval Services, to examine the claims and qualifications of women wishing to nurse the sick and wounded.

The work of the Nursing Department is grouped under three heads :—

1. The selection of suitable candidates and the examination of their credentials.
2. The distribution of those finally selected among :—
 - (a) The Home Hospitals and those in France, Belgium, Serbia, Montenegro, Egypt, Malta, Roumania and Russia, administered by the Joint War Committee (numbering 961 in September, 1915).
 - (b) The selection in connection with the Anglo-French committee of nurses to serve in hospitals under the French Red Cross in the Anglo-French Hospital.
 - (c) The passing of nurses abroad to serve in hospitals unconnected with the Joint War Committee, but which are recognised by the authorities.
3. The final passing of Voluntary Aid Workers to serve as orderlies in the wards of the hospitals.

PAYMENT OF NURSES.—Under the new régime considerable changes were made. It was felt undesirable that there should be two scales of payment for nurses, two guineas for Red Cross Nurses, and one guinea for those sent out by St. John. The scale was in future to be at the lower rate. This change meant a considerable sacrifice to many women who had left private nursing for War Service, but it was loyally accepted. The situation was helped by the foundation of the War Nurses' Relief Fund started under the patronage of H.M. The Queen and H.M. Queen Alexandra. The fund provides assistance for nurses who have suffered physically, mentally, or financially through the war.

BRITISH HOSPITALS ABROAD.—British hospitals under the Joint War Committee have been established at Le Tréport, Rouen, Abbeville, Etaples, Wimereux, Paris Plage, Le Touquet, and Dunkirk. There are in addition Rest Stations at the principal railway stations, which also require the assistance of trained nurses, as a great many more or less serious cases are brought in, and many of these are kept as busy as a hospital surgery. The problem of staffing these hospitals and rest stations is now relegated to the Principal Matron in France. The nurses are sent to the base, and are distributed by her to their working stations.

There are 50 Joint War Committee nurses in the Mediterranean, in the hospital ships and the hospitals. In Egypt the chief theatres of their work are the Cairo hospitals, two convalescent hospitals at San Stefano and one in the beautiful palace at

Montazah. These nurses receive special Colonial allowance, and provision has been made for over-worked and sick members of the staff in the Rest Homes at Ramleh and Alexandria.

SERBIA.—Nurses who undertook to work in Serbia were as fully informed as possible of the tremendous task before them. Miss Callwell, matron of the unit which left in January, 1915, had already had experience in the Balkan War of 1913 and was able to give most valuable hints to those who went out under her leadership.

The utmost care was necessary in selecting among many volunteers only those who would in every way be equal to the demands made on their skill and strength. The care of the wounded alone was a big problem, considering the difficulty of securing even the barest necessities in hospital supplies, and the expected epidemic of typhus was realised on a fearful scale. Three nurses sent out by the Joint War Committee gave their lives in helping to fight the scourge. The appalling conditions under which they had to work caused the nurses to adopt a special dress as protection against infection, consisting of trousers and overalls of linen, high boots, and close-fitting caps; this rather grotesque uniform identified the wearers as members of a band of heroines, women who knew the dangers, counted the cost, yet gave themselves unsparingly.

Miss Callwell's Unit of seven was established at Unjacha Banja, a beautiful health resort in the mountains. The second Unit, consisting of twelve sisters, five V.A.D.'s and two orderlies, left England in May, 1915; they were taken to Salonika in Sir Thomas

Lipton's yacht "Erin" and from thence went to Nish, afterwards joining the first Unit at Unjacha Banja. The number of nurses under Miss Callwell has since been considerably increased.

MONTENEGRO.—Two other sisters who left with the first Serbian Unit proceeded to Montenegro, where they found abundant work. They were assisted by such native women as could be found to help and by Austrian prisoners who had been trained as orderlies. These sisters have since been awarded the Montenegrin Gold Medal.

During the past year Units have been despatched to Mesopotamia and Egypt, also to Italy and Roumania; two Units have been sent to Russia, one in connection with the Anglo-Russian Hospital at Petrograd, and the other "The Russian-Serbian Unit," to render help to our allies in these two countries. All this is in addition to the stationary work which has been going on during the past year (1916) in France and Belgium, where there has been a great increase both in the number of hospitals equipped and in the personnel sent out:

On December 30, 1916, the total number of trained nurses on the books of the department were as follows :—

Home Service	1072
Foreign Service	423
					<hr/>
Total on Active Service	1495
Waiting List	120
					<hr/>
Total	1615
					<hr/>
Total number of those refused, cancelled, or withdrawn	2160

II.—THE WORK OF THE "V.A.D.'s."

In 1909 the Secretary of State for War issued to the Territorial Force Association a scheme for the organisation of Voluntary Aid in the event of war in the Home Territory, and suggested that the British Red Cross Society would be the most suitable body to undertake this work. Previously to this date, the Territorial Army had had no provision made for Medical and First Aid Services for the gap existing between the firing line and the Base Hospitals, which were to care for their sick and wounded in the event of an invasion.

By June 30, 1914, the British Red Cross Society had raised and registered at the War Office 1,190 Detachments with a membership of 57,714, all with First Aid and Home Nursing Certificates, and in many cases a short practical experience in one or other of the Civilian Hospitals.

Soon after the outbreak of hostilities a large portion of the existing Territorial Army was sent abroad and the Voluntary Aid Detachments were left more or less stranded. At first, much to their disappointment, the War Office found no use for their services, but commandants advised their members to go into any hospitals that would take them, train as quickly as possible, and await events.

In October, 1914, permission was given for 20 V.A.D. members, including two trained nurses, to form a Rest Station in France. Directly they arrived they were called upon to help in two of the hospitals until a sufficient number of trained nurses could be obtained. When their help was no longer required in this direction they set about their own

work of forming a Rest Station. Three railway trucks on a siding were handed over to them, and were speedily turned into a Dispensary, a Kitchen, and a Quartermaster's Store. On one day alone, three train-loads of severely wounded men were dealt with—over 250 very heavy dressings were done by the trained nurses aided by the ordinary members—and 3,000 men received meals of tea, cocoa, and bread and butter, though the difficulty at that time of providing boiling water for these numbers was immense.

The spare time of the members was spent in making bandages, swabs, or sandbags for the hospitals; packing-cases were used to make furniture, shelves, lockers, or cupboards, barrels were converted into easy chairs, and old condensed milk tins into mugs. Ambulance trains came in at any hour of the day or night, but dressings, hot drinks and food were always ready.

Since then other Rest Stations have been set up on much the same lines; fresh work is undertaken as the need arises. The regular exchange of laundry for doctors and nurses on the Ambulance trains is arranged, letters are re-directed, and magazines, cigarettes and comforts are distributed among the weary train-loads who have another journey ahead. No task is too big—no task too small.

At home in England the train-loads of wounded rolled in; new hospitals sprang into being at a few hours' notice, old ones were enlarged out of all semblance to their original character, trained nurses were not sufficient to go round, and in January, 1915, the War Office asked the British Red Cross

and the order of St. John to supply them with a large number of members to assist in nursing in Military Hospitals.

A department was set up in Devonshire House, Piccadilly ; the members asked for were carefully selected and supplied, and each further demand, as it comes in, is promptly dealt with.

In 1915 the War Office cleared a large number of R.A.M.C. men out of the Military Hospitals, and again came to the British Red Cross Society and the Order of St. John to supply them with cooks, clerks, dispensers, pack storekeepers and orderlies to take their places. Again this need had been foreseen, and again the necessary numbers were supplied.

Besides the Government Hospitals there are numerous Auxiliary Hospitals in the British Isles which are run and mainly staffed by V.A. Detachments belonging to the two societies ; and there are very few civilian hospitals which do not include V.A.D. members amongst their personnel.

The Joint Committee are also responsible for many hospitals in France, Malta, Egypt, Italy and Salonika, staffed for nursing, domestic and clerical duties mainly by willing V.A.D. members.

Hostels are organised both for the Nursing Sisters and V.A.D. helpers of different hospitals, and for the relatives of the wounded or dying—all work again being done by members. Rest Homes for Nurses have also been opened, which prove a great boon to the tired workers.

Several Motor Convoys are doing splendid work in France, driving their cars sometimes as much as 160 miles a day, besides cleaning and repairing them. The drivers work in shifts, as they are liable to be

called up for work at any minute, and even at night in a very few moments after the order comes they are pouring out of their quarters to fetch their cars.

Confidential secretarial work is done by members at the B.R.C.S. headquarters, others are employed by Hospital Ships, and recently a new sphere of work has been started in Switzerland amongst the interned wounded and prisoners of war.

Thus it will be seen how great a diversity of work is tackled by the Voluntary Aid Detachments, and that one of the most important qualifications of a V.A.D. member is Adaptability—and Discipline, Cheerfulness, Common-sense and Tact come not far behind. She is not out to enjoy herself, but to help her country in any way in which she may be needed. Every endeavour is made to fit the round peg into the round hole, but every member is expected to do what falls to her share without complaint: she must be equally ready to rise to the big job or uncomplainingly to sink into obscurity, and must even bear to stand aside and wait—hardest task of all to the enthusiastic.

With the opening of the Spring operations on the Western Front, a fresh need for V.A.D. workers has arisen. The unparalleled extent of the new offensive involves a corresponding extension of hospital accommodation and staff, while at the same time many of the existing hospitals are replacing their men cooks, clerks and orderlies with V.A.D. members. And this fresh demand comes at a moment when many of the most useful members have already been at work for $2\frac{1}{2}$ years, with very little relaxation, and are naturally beginning to show signs of exhaustion. Large numbers of fresh

volunteers are required immediately, if the gaps in the ranks are to be filled up and the new demands met.

The first answer now usually given to any appeal for some workers is that every one who can be spared is already doing something ; but a closer investigation shows that this is only partially true. A great many women are indeed doing "something," but might, at the cost of a little self-sacrifice, do a great deal more ; while others, who have so far been considered indispensable at home, might be spared if only they and their relations could be brought to realise the desperate need, and to reconsider their household routine with a view to reducing it to the simplest possible proportions.

There can be few households, except those containing actual invalids, which in war-time require the supervision of more than one reasonably able-bodied woman ; and if only one member of the family would undertake all the really necessary home duties, and so release a daughter or sister for work elsewhere, she would render her country a service all the more honourable because of its unobtrusiveness.

For when it comes to serious work two halves do not make one whole. It is quite a mistake to think that two people going alternately for a few hours each to canteen, hospital, or work-depôt are equal in value to one whole-time worker. And this is specially true of V.A.D. work, because no half-time worker can ever be available outside her own district, and the great need now is for members who are prepared to go at short notice to any post, at home or abroad, for which they may be suited. Only by

securing in this way the greatest possible amount of elasticity among the available staff can their numbers be eked out to meet the ever growing demand. Therefore it is of vital importance that every woman who cannot herself leave home should so concentrate her work as to release some one else who can.

Sir William Robertson said in a recent speech that we must not expect to win the war until every man and woman among us is doing a full day's work for the country. There will certainly not be enough V.A.D. members forthcoming until a large proportion of the present half-time workers make up their minds to give their whole time to the one job, at home or elsewhere, which needs them most. It may mean giving up all ordinary social life; it may mean lonely hours at home with little to distract the mind from depressing thoughts. But "how shall we live with ourselves in the years to come," if through any lack of courage to face these small trials we fail to save a single life, or to shorten the war by a single hour?

At the same time no one who is honestly unable to offer whole-time work need feel that part-time workers are despised. They are most gladly welcomed by local Commandants or County Directors to supplement the work of the more permanent staff in Auxiliary Hospitals and other formations, and thus to release whole-time workers for other posts.

All information with regard to V.A.D. work can be obtained at Devonshire House, Piccadilly, W.1, where applicants can also be interviewed between the hours of 10 and 1 or 3 and 5, except on Saturday afternoon.

INDEX

- ACETYLENE Welding, 51, 53
 Advisory Committees, Juvenile, 54, 148
 Aeroplane Woodwork, 50
 Agriculture, 15, 117
 Agricultural Committees, 16
 Almeric Paget Military Massage Corps, 45
 Almoners, Hospital, 38
 Ambulance Work. *See* V.A.D.
 Anstey College for Physical Training and Hygiene, 75
 Apothecaries, Society of, 63
 Army Auxiliary Corps, Women's, 82
 — Army Hut Construction, 22
 — Nursing, 56
 — Service Corps, Motor Drivers for the, 47
 Association for Promoting the Training and Supply of Midwives, 46
 — of Infant Welfare and Maternity Centres, 70
 — of Women Clerks and Secretaries, 143
 — of Women Pharmacists, 62
 BATTERSEA Polytechnic, 38, 67, 70
 — Polytechnic Physical Training College for Women, 76
 Bedford College (for Women), 38, 67
 — Physical Training College, 76
 Bergman-Osterberg Physical Training College, 76
 Boarded-Out Children, Inspectors of, 42
 Borough Polytechnic, 30
 Boys' Country Work Society, 19
 — Schools, Teachers in, 73
 Bradford Technical College, 38
 British Motor Cab Co., 71
 — Red Cross Society, 59
 — Women's Temperance Association. *See* Canteen Workers,
 Bursarships, 72
 Bus Conductors, 20
 CANTEEN Committee, 20
 — Workers, 20
 Care Committee Work, 59, 144
 Carpenters, 22
 Cashiers, 21
 Central Control Board, 20
 Charity Organisation Society, 59
 Charwomen, 21
 Chauffeuses. *See* Motor Drivers
 Chemists, 61
 Child Welfare Work. *See* Care Committee Work, Inspectors L.G.B. and N.S.P.C.C., Organisers and Speakers, N.S.P.C.C., School Nurses, under the L.C.C.
 Church Army. *See* Canteen Workers
 — of England Temperance Society. *See* Canteen Workers
 Civil Service, 95
 Claims to Separation Allowances, Investigators of, 42

- Clerical Training, 22
 — Work, 136
 Clerks and Secretaries, training
 of, 22
 — Red Cross, 80, 142
 — Women's Army Auxil-
 iary Corps, 82
 Club Leaders, 27
 Commercial Drivers, 48
 — Institutes, L.C.C., 23
 — Training, 22
 — Travellers, 28
 Committees, Care, 59, 144
 — Women's County War
 Agricultural, 16
 Conductors, Bus, 20
 — Tram, 77
 Cooks, 21, 22, 80, 82
 Cottage Benefit Nursing Asso-
 ciation, 46
 County War Agricultural Com-
 mittees, 16
 — Nursing Associations, 46
 Crèche Matrons, 29
 Customs and Excise Depart-
 ment, 42
- DAY Nurseries, Matrons of, 29
 — National Society of, 29
 Dental Mechanics, 29
 Devonshire House, 47, 79, 165
 Dispensing. *See* Pharmacists
 District Messengers, 35
 — Midwives, 45
 Doctors, 30
 Drill and Games Teachers, 75
 Drivers, Commercial, 48
 — Mail Van, 43
 — Motor, 47
 — Taxi, 70
- EDUCATION, Board of, 72
 — Offices, L.C.C., 27
 Electrical Repair Work, 50,
 51
 Elementary Teaching, 71
 Employment Exchanges, 54
- FACTORY Inspectors, 32
 Fair Wages Clause, 49
- First Aid Nursing Yeomanry
 Corps, 48
 Fuselage Fitting, 51
- GARAGE Washers, 48, 84
 Gardeners, 34
 General Medical Council, 32
 Girl Messengers (Post Office), 36
 — (District) Messengers, 35
 Girls' Clubs, Leaders of, 27
 Glasgow Union of Women
 Workers, 21
 Government Offices, Clerks
 in, 140
 Green Cross Society, 47
 Grooms, 36
- HACKNEY Institute, 38
 Health Visitors, 36
 Heriot-Watt College, 38, 67
 H.M. Stationery Office, 72
 Horticulture. *See* Gardeners
 Hospital Almoners, 38
 — Almoners' Council, 40
 Hygiene, Lecturers on. *See*
 Doctors
- INCORPORATED Society of
 Trained Masseuses, 44
 Infant Consultation Centres,
 work in connection with.
 See Health Visitors.
 — Infant Protection Visitors
 under the L.C.C., 40
 — Welfare and Maternity
 Centres, Association of, 70
 — Infant Welfare Centres,
 Superintendents of, 69
 — Infant Welfare Work.
 See Crèche Matrons, Doctors,
 Health Visitors, Infant Pro-
 tection Visitors, Midwives,
 Superintendents of Infant
 Welfare Centres
 Inspectors of Boarded-Out
 Children, 42
 — of Clerks. *See* Doctors
 — Factory, 32
 — under the Home Office,
 30, 32

- Inspectors of Infant Welfare**
 Centres, 30
 — of Infirmaries, 42
 — under the Local Government Board, 40
 — of Maternity Wards, 42
 — medical, 31
 — of Midwives, 46
 — of Nuisances, 66
 — N.S.P.C.C., 41
 — of Prisons, 30
 — Sanitary, 66
 — School, 42, 68
 — of Workhouse Nurseries, 42
Insurance Commissioners, 30
Investigators of Claims to Separation Allowances, 42

JOINT Agency for Women Teachers, 73
 — Committee of the British Red Cross and Order of St. John, 81, 156
Joint Women's V.A.D. Department, 79
Junior Commercial Institutes, 27
Juvenile Advisory Committees, 54, 148

KITCHEN Workers, 21
King's College, 38, 67, 70
 "Knowledge of London" School, 71

LABORATORY Attendants, 80
Labour Exchanges. See Employment Exchanges
Lady Inspectors of Factories and Workshops, 32
Lady Superintendents in Munition Factories, 82
Lamplighters, 43
Land Workers. See Agriculture
Leaders of Girls' Clubs, 27
Leaving Certificates, 49
Lecturers in Schools for Mothers. See Health Visitors
 — on Hygiene. *See Doctors*
Licence, Taxi Driver's, 70

Liverpool Physical Training College, 76
Local Government Board, Inspectors under the, 40
London County Council, Infant Protection Visitors under the, 40
County Council, School Nurses under the, 68
 — County Council, Short-hand Writers and Typists under the, 142
 — School of Dental Mechanics, 29
 — School of Economics, 59, 65
 — School of Medicine, for Women, 31

MACHINE Work, 50
McNamara & Co., Ltd., 36
Mail Van Drivers, 43
 — Motor Drivers, 44
Massage, 44
Masseuses, 44
Maternity Centres, Superintendents of, 69, 151
 — Centres, work at, 151
 — Nurses. *See Midwives*
Matrons, Crèche, 29
 — of Day Nurseries, 29
Mechanic Drivers, 48
Mechanical Drawing, 50
Mechanics, Dental, 29
Medical Officers. See Doctors
 — Schools, 31
 — Training, 31
Medicine. See Doctors
Messengers, District, 35
 — Post Office, 36
Midwifery, 45
Midwives, 45
 — Inspectors of, 46
Military Nursing Service, 56
Ministry of Munitions, 49
 — Motor Drivers for the, 47
 — Training Centres established by the, 51
Monthly Nurses, 46
Mothercraft, National Institute of, 154

- Motor Drivers, 47
 - Army Service Corps, 47
 - First Aid Nursing Yeomanry Corps, 48
 - Mail Van, 44
 - Ministry of Munitions, 47
 - Red Cross, 81
 - Royal Flying Corps, 47
 - Taxi, 70
 - Women's Army Auxiliary Corps, 82
 - Women's Legion, 47
 - Women's Reserve Ambulance, 47
 - Women's Volunteer Reserve, 47
- Munition Workers, Training Centres for, 51
 - Workers, Training of, 49
- Munitions Factories, Welfare, Superintendents in, 82, 131
 - Ministry of, 49
 - Tribunals, 49
 - Work—advanced, 50
 - Work—unskilled, 48
- NATIONAL Health Society, 38, 67, 70
 - Institute of Mothercraft, 154
 - Land Council, 19
 - Land Service Corps, 19
 - People's Palaces Association, Ltd. *See* Canteen Workers
 - Service Department, 84
 - Society for the Prevention of Cruelty to Children, 41
 - Society of Day Nurseries, 29
 - Union of Women Workers, 60
 - Nuisances, Inspectors of, 66
 - Nurses, Army, 56
 - Monthly, 46
 - Nurses, Red Cross, 58
 - School, 68
- OMNIBUS Conductors, 20
- Optical Instrument Work, 50
- Organisers, Care Committee, 59
 - and Speakers, N.S.P.C.C., 60
- Oxy-acetylene welding, 51, 53
- PATHOLOGISTS, 31
- Patrols, 60
- Pharmaceutical Society, 62
- Pharmacists, 61, 79, 80
- Physical Training, 75
 - Colleges, 75
- Plate Metal Work, 50
- Policewomen, 63
- Poor Law Schools, Inspectors of, 42
- Post Office Messengers, 36
- Postwomen, 64
- Professional Classes War Relief Council, 46
- Public Health Department, L.C.C., 41
 - Health Work. *See* Doctors, Factory Inspectors, Health Visitors, Infant Protection Visitors under the L.C.C., Inspectors under the L.G.B., Sanitary Inspectors, School Nurses under the L.C.C.
- Pupil Teachers, 72
- QUEEN Alexandra's House Gymnasium, 76
- Queen Alexandra's Imperial Military Nursing Service, 56
- Red Cross Motor Drivers, 47
 - Cross Nurses, 58
 - Cross Society, 59
 - Cross Work, 58, 78, 156
- Registration of Doctors, 31
 - of Teachers, 71
- Relief Visitors, 65
- Relieving Officers, 65
- Royal Automobile Club, 47

Royal College of St. Katherine,
70
— Flying Corps, motor
drivers for the, 47
— Sanitary Institute, 38,
67, 69
Rural Midwives Association,
46

St. Ermin's, 84
St. John Ambulance Associa-
tion. *See* Joint Committee
of the B.R.C.S. and Order
of St. John
Salvation Army. *See* Can-
teen Workers
Sanitary Inspectors, 66
— Inspectors' Examination
Board, 68
School Care Committees, 59,
144
— Children, Care of, 144
— Inspectors, 42, 68
Schools for Mothers, lecturers
in. *See* Health Visitors
Secretarial Training, 22
Secondary Training for
Teachers, 73
Separation Allowances, In-
vestigators of Claims to, 42
Setting up. *See* Munitions
Work
Shorthand Writers, Salaries of,
140, 141
— Training of, 22
South-Western Polytechnic, 76
Southport Physical Training
College, 76
Special Service Probationers.
See V.A.D.
Stationery Office, H.M., 72
Storekeepers, 21, 80, 82
Superintendents, Canteen, 20
— of Infant Welfare Cen-
tres, 69
— Lady, in Munition Fac-
tories, 82, 131
Supervisors in Munition Fac-
tories, 82, 131

TAXI Drivers, 70
Teachers, Elementary, 71
— Drill and Games, 75
— Pupil, 72
— Secondary, 73
Teachers' Registration Coun-
cil, 71
Teaching-Midwives, 46
Telephonists, London, 76
— Red Cross, 80
— Women's Army Auxil-
iary Corps, 82
Temperance Association,
British Women's. *See* Can-
teen Workers
— Society, Church of Eng-
land. *See* Canteen Workers
Territorial Force Nursing Ser-
vice, 57
Tracing, 50
Tram Conductors, 77
Travellers, Commercial, 28
Tuberculosis Officers, 30
Typists, Salaries of, 140, 141
— Training of, 22

UNDER Gardeners, 35
United Kingdom Commercial
Travellers Association, 28
University Women, openings
for, 87

VISITORS, Health, 36
— Infant Protection, 40
Voluntary Aid Detachments,
78, 163

WAITRESSES, 21, 82
Welding, oxy-acetylene, 51, 53
Welfare Supervisors in Muni-
tions Factories, 82, 131
— Work, Child. *See* Child
Welfare Work
— Work in Munitions Fac-
tories, 127
— Work, Infant. *See* In-
fant Welfare Work
Women Clerks and Secre-
taries, Association of, 143

- Women Patrols, 60
 - Pharmacists, Association of, 62
 - Police Service, 64
- Women's Army Auxiliary Corps, 82
 - County War Agricultural Committees, 16
 - Defence Relief Corps, 19
 - Farm and Garden Union, 34
 - Legion, 19, 21, 47, 48
 - Patrol Committee, 61
 - Reserve Ambulance, 47
- Women's Service Bureau, 53
 - Volunteer Reserve, 21, 47
- Woodwork, Aeroplane, 50
- X-Ray Attendants, 80
- YOUNG Men's Christian Association. *See* Canteen Workers
 - Men's and Women's Christian Association. *See* Canteen Workers
 - Women's Christian Association, 21, 27

Give your
Girls
A Chance ——— to become efficient

ETHEL CHRISTIAN'S
Secretarial Training

FOR
GIRLS OF GENTLE BIRTH.

SPECIAL COURSE OF TUITION

By *CERTIFIED MISTRESS*

Shorthand, Typewriting,
Proof Correcting, Indexing,
Precis-Writing, & General
::: Secretarial Duties. :::

PRACTICAL EXPERIENCE

IN ALL SUBJECTS.

The large demand for Clerks & Secretaries
Trained in this Office is well known.

Individual attention. Moderate Fees. Efficient Training.
Terms on application.

It is a constant complaint that the Clerical professions are overcrowded. Secretaries, Clerks, Stenographers, Typists are what is called "a drug in the market." In a sense this is true. There is an overcrowding with **badly educated and incompetent** workers. But, as Lord Eldon is reported to have said of the legal profession, "There is plenty of room at the top." The demand is for **well-educated and well-trained gentlewomen** in any one of the capacities mentioned and at good salaries.

Ethel Christian has supplied a Secretary to the Premier of England.

36, 37, 38 SOUTHAMPTON STREET, STRAND, W.C.

Secretarial Training For Gentlewomen

Mrs. HOSTER, F.I.P.S., Typists' Section

Vice-President of the Society of Women Journalists, Vice-President
of the Typists' Section of the National Shorthand Association, etc., etc.

St. Stephen's Chambers, Telegraph Street

Telephone—1570 and 5989 London Wall. Telegraphic Address—"PLAYADA, LONDON."

Typewriting, Translation, Shorthand and Training Offices.

**Special Six Months' Course of Tuition in English
Shorthand and Typewriting & General Secretarial
Training, Technical German & French, German
& French Shorthand & Secretarial Book-keeping.**

Instruction by correspondence. Terms on application.

References—

Adeline, Duchess of Bedford. The Countess of Mayo.
The Countess (Dowager) of Desart. The Viscountess St. Cyres.

The Lady Battersea.

The late Mr. Leopold de Rothschild. Messrs. Dawes & Sons, Solicitors.
Miss King, late Sec. Society for Promoting the Employment of Women.
C. E. Town, Esq., Assistant Secretary, London Chamber of Commerce.

Letheringsett School of Market Gardening

**COURSES IN BEEKEEPING
AND POULTRY WORK.—**

Special short 'War' courses.
Preparation for R.H.S. Exam.
Tennis Lawn for Students. Good
Cycling in pleasant neighbourhood
near sea.

Fees: £10:10 per annum (one course).

*Prospectus from Principal—
The Pighle, Letheringsett, Holt, Norf.*

Massage and Medical — Gymnastics. —

**The Incorporated Society
of Trained Masseuses.**

The Society is approved by the Medi-
cal profession, and its members only
undertake cases under registered
medical practitioners. It supplies, for
daily or resident work, in Town or
Country, fully trained Masseuses. The
Society's Certificates are accepted by
the Admiralty and the War Office.
Particulars from The Secretary.
157 Great Portland Street, W.

The London School of Dalcroze Eurhythmics

The Dalcroze School of Eurhythmics, Ltd.

23 Store Street, W.C.1

Under the personal inspection of
M. JAKES - DALCROZE, of Geneva.
Director, PERCY B. INGHAM, B.A.

**Provides full training for the
Teaching Certificate in Dalcroze
Eurhythmics.**

Prospectus on application.

The Modern Mother A Guide to Girlhood, Motherhood & Infancy

By DR. H. LAING GORDON.

Fully Illustrated, Demy 8vo, 6s. net.
A general breadth and common sense
distinguishes the book. The chapters
on marriage and motherhood are dis-
creetly and well handled, and so are
those on infantile hygiene. The medi-
cal chapters are admirably direct and
simple.—*The Lancet.*

T. Werner Laurie, Ltd., 8 Essex Street W.C.2

